



University of Wisconsin-Extension
 The Pyle Center
 702 Langdon Street
 Madison, WI 53706-1487
 608-262-4342
 608-263-4435 (fax)
 800-947-3529 (TTY)
 www.uwex.edu/ics

Instructional Communications Systems

WisLine Tape Orders - Prices and Policies

The current prices and policies for ordering cassette tapes of WisLine conferences are listed below. The following prices are in effect as of July 1, 2002:

Tape Charges

Tape Length	Non-taxable rate (government and tax-exempt organizations, only)	Taxable rate (all others)
60 minutes	\$ 7.00	\$ 7.40
90 minutes	\$ 8.00	\$ 8.45
120 minutes	\$ 9.00	\$ 9.50

How to Order:

For each tape order, we require the following information:

- Title of program or meeting (including the conference code number for WisLine programs is helpful, too)
- Date of program or meeting
- Your complete shipping address
- Payment (check, UW direct charge, or credit card)

You can order by phone, email or mail. For mail orders, please fill out the form and return it to:

WisLine Tape Orders
 Instructional Communications Systems
 The Pyle Center, 702 Langdon Street
 Madison, WI 53706-1487

By email: kozuszek@ics.uwex.edu

By Telephone: (608) 262-4342

How to Pay:

Before we can begin processing an order we must receive a check (made out to UW-Extension), a direct charge number (UW departments), or credit card payment. **We regret that we can no longer accept purchase orders for any order of less than \$50 due to the administrative costs involved in processing purchase orders.**

We accept State purchasing cards, VISA, MasterCard, or American Express credit card payments for tape orders by phone, mail, or email (this is not a secure email address, however). To purchase tapes by credit card, please give us the name of the cardholder exactly as it appears on the card, type of card (VISA, MasterCard, American Express), the card number, and the expiration date of the card.

Shipping and Delivery:

Tapes are normally duplicated within 48 hours of receipt of the order and sent first class mail to the requesting party. For questions about your order, contact Donna Kozuszek at the phone number above. For questions about payment for orders, contact Bill Braun, audio production manager, at 608-262-4551.



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WisLine Tape Order Form

Please order the following WisLine program tape

Program Title: _____ Conference Code (if known): _____

Program Date(s): _____ Program Time: _____

Ship to

Name: _____

Street Address (no P.O. Boxes, please): _____

City: _____ State: _____ Zip: _____

Payment Information

Check enclosed for full amount

UW Direct Charge Number (UDDS): _____

Charge to my credit card - Visa Mastercard American Express

Name (exactly as it appears on the card): _____

Card Number: _____ Expiration Date: _____

Thank You!