



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](http://www.uwex.edu/ics)

**Digital Media and Web Development  
WisLine Digital Recordings  
Order Information**

These are the prices and policies for ordering WisLine recordings from Instructional Communications Systems (ICS). Prices are effective January 1, 2008 and are subject to change without notice.

ICS will digitally record WisLine programs only when requested to do so by the program coordinator or sponsor. Not all WisLine programs are recorded. Copies of recordings can be requested for up to two years after the date of the program.

Standard delivery format is either an audio CD or MP3 download. Delivery on audiocassette tape will no longer be available after December 31, 2008.

One copy or file of digitally recorded WisLine program	\$15.00 per program
Additional CD copies of the same program delivered in the same format when ordered at the time of the original scheduling of the WisLine program*	\$ 5.00 each additional copy

\* This discount applies only when order is received and processed at the time the WisLine program is originally scheduled. Additional copies ordered at other times are still possible, but are subject to our normal CD duplicating and packaging charges. For these and other rates, please see our web site at [www.uwex.edu/ics/dmwd/rates](http://www.uwex.edu/ics/dmwd/rates)

**To Order:**

Please have the title of the WisLine program (and, if possible, the WisLine conference code), the program date, the number of copies you need, and your preferred delivery format. To order, you may call us at 608-262-4342 or mail your request to:

WisLine Recording Orders  
Instructional Communications Systems  
The Pyle Center, 702 Langdon Street  
Madison, Wisconsin 53706

**Payment Options:**

We accept state purchasing cards, VISA, MasterCard as well as personal checks. Purchase orders are accepted only for amounts greater than \$50.

**Delivery:**

Our turnaround time is normally within three to five days of the program date or from the date we receive your order. CDs are mailed to the address provided. We will provide simple instructions for you to follow when downloading the MP3 file from our ICS server.

**Questions?**

Please contact a WisLine Reservations team member at 608-262-0753 (M-F, 8am - 4:15pm), send a FAX to 608-263-4435, or email us at [wisline@ics.uwex.edu](mailto:wisline@ics.uwex.edu)

Updated: July, 2008