



University of Wisconsin-Extension  
 The Pyle Center  
 702 Langdon Street  
 Madison, WI 53706-1420  
 608-262-4342  
 608-263-4435 (fax)  
 800-947-3529 (TTY)  
 www.uwex.edu/ics

## Instructional Communications Systems

The current prices and policies for ordering cassette tapes or audio CDs of WisLine conferences are listed below. The following prices are in effect as of July 1, 2006:

### Cassette Tapes

#### Tape Length

90 minutes

#### Non-taxable rate

(government and tax-exempt organizations, only)

\$9.00 / 1st tape / program  
 \$5.00 / each additional tape

#### Taxable rate

(all others)  
 \$9.50  
 \$5.27

### CDs

Audio CDs

#### Non-taxable rate

\$15.00 each

#### Taxable rate

\$15.83 each

### How to Order:

For each CD or tape order, we require the following information:

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

CD and Tape requests should be directed to:

WisLine Tape Orders  
 Instructional Communications Systems  
 The Pyle Center, 702 Langdon Street  
 Madison, WI 53706-1487  
 Email: [kozuszek@ics.uwex.edu](mailto:kozuszek@ics.uwex.edu)  
 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 blanket order, 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 Kevin Adamzak, audio production manager, at 608-262-0615.