

**FIRST CALL+ CUSTOMER SOLUTIONS CENTER  
OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER  
U.S. HOUSE OF REPRESENTATIVES**

**ORDER No.** \_\_\_\_\_

Tape Duplication Request Form:  House Floor coverage

Available Committee Proceedings\*

Honorable \_\_\_\_\_

State \_\_\_\_\_ District \_\_\_\_\_

Room No. \_\_\_\_\_

Person to Contact \_\_\_\_\_

Telephone No. \_\_\_\_\_

**TYPE OF MEDIA**

**Video**

Betacam

DVC Pro

3/4" Cassette

**Video**

VHS

DVD

Mini DV

**Video**

Real Media file

Windows Media file

**Audio**

Audio CD

MP3

Cassette

**Tape(s) Requested**

[Refer to Congressional Record for floor coverage and Rate Schedule for information required below.]

Member's Office included Congressional Record:  Yes  No

<u>Date</u>	<u>Time per Segment</u>	<u>Opening Speaker</u>	<u>Total Time per tape</u>	<u>Qty</u>	<u>Cost</u>
_____	_____ to _____	_____	_____ hrs _____ mins	_____	\$ _____
_____	_____ to _____	_____	_____ hrs _____ mins	_____	\$ _____
_____	_____ to _____	_____	_____ hrs _____ mins	_____	\$ _____
_____	_____ to _____	_____	_____ hrs _____ mins	_____	\$ _____
					TOTAL \$ _____

Additional information: \_\_\_\_\_

**IMPORTANT NOTICE**

**THE USE OF TAPE DUPLICATIONS OF BROADCAST COVERAGE OF HOUSE PROCEEDINGS FOR POLITICAL OR COMMERCIAL PURPOSES IS EXPRESSLY PROHIBITED BY THE RULES OF THE HOUSE OF REPRESENTATIVES. Tapes are available only after publication of any given day's Congressional Record for up to 365 calendar days. Duplications are completed on a time-available basis.**

\*Committee Chairman approval required for copies for committee hearings.

Committee approval  Yes  No

Date \_\_\_\_\_ Member Signature \_\_\_\_\_

**Rate Schedule Per Segment**

	30 min. / 60 min.		30 min. / 60 min.
Betacam	\$ 75 / \$120	DVD or Mini DV	\$ 35 / \$65
DVC PRO	\$ 75 / \$120	Real Media or Windows Media	\$ 35 / \$65
3/4" Cassette	\$ 65 / \$110	Audio CD or MP3	\$ 20 / \$35
VHS	\$ 35 / \$65	Audio Cassette	\$ 15 / \$25

**PAYMENT TERMS:**  Check or M.O. (payable to US Treasury) Enclosed

Charge to My Official Account

**RETURN COMPLETED FORM TO: First Call+ Customer Solutions Center  
Room B-227, Longworth H.O.B.  
Phone: 202-225-8000 Fax: 202-226-6637**