

VHS to DVD Transfers

Hoover High Video Productions Program
525 7th St SE, North Canton, OH 44720

If you have old **VHS** tapes that you would like transferred to **DVD**, NCCS TV11 can help. Follow the instructions below and drop off this form along with the VHS tapes to have transferred to the Hoover High School Video Productions Program. **\$10 per VHS Transfer to DVD. \$5 each additional copy.**

- Step 1: Organize your VHS Tapes and make sure they are clearly labeled.
- Step 2: Please fast forward your tape to the END point of the last recording if possible.
- Step 3: Complete the information below for each VHS Tape.
- Step 4: Place tapes in a bag or container with an envelope that includes this form and check/cash.
- Step 5: You will be contacted to pick up the original tapes and DVDs when the order is complete.

**For school staff, drop off in room M-5 or send in the district mail.
If coming in from the community, please enter 7th street and go to the security desk.**

Complete Information Below

Name _____ email _____

Home Phone _____ Cell Phone _____

Are you a school district employee ___Yes ___No (If Yes, which building _____)

Drop off Date: _____

Date Completed _____

	Name of VHS Tape	\$10	Approx Length	Additional DVDs \$5 ea.
1				
2				
3				
4				
5				
6				
7				
8				

TOTAL # of VHS _____ X \$10 = \$ _____ Plus additional copies \$5 each = \$ _____ Cash ___ Check # _____
Checks payable to: Hoover High School

VHS Tapes will cannot be edited or combined during transfer. 1 VHS = 1 DVD

For more information contact Tom Wilson - tv11@northcantonschools.org