

TAPE DUPLICATION REQUEST			TURN IN DATE	DATE REQUIRED
NAME AND RANK OF REQUESTER			OFFICE SYMBOL	PHONE NUMBER
PRIORITY 1		PRIORITY 2		PRIORITY 3
<input type="checkbox"/> 24 HOURS (Superintendent Coordination Required)		<input type="checkbox"/> 48 HOURS (2 Duty Days)		<input type="checkbox"/> ROUTINE (3-5 Duty Days)
SIGNATURE _____ DATE _____				
PRODUCT NUMBER AND TITLE			FORMAT	RUNTIME
DISPOSITION OF PRODUCT (Check all that apply)			CUSTOMER NOTIFICATION	
<input type="checkbox"/>	Return all material to requester.		Instructions: Call customer weekly, initial, and date. Dubs may be recycled after 30 days.	
<input type="checkbox"/>	Return original to 37 CS/SCSF, Tape Library, and give Dubs to customer.			
<input type="checkbox"/>	Mail to customer (include full address, DSN, and commercial phone numbers).			
<input type="checkbox"/>	Other (Explain)			
SPECIAL INSTRUCTIONS			CALL	DATE
			1ST	
			2ND	
			3RD	
			PROBLEM AREAS NOTED (Poor quality master, bad audio, etc.)	
RATE CUSTOMER SERVICE (0= Disagree; 9= Agree)			CUSTOMER COMMENTS	
Product was delivered when promised and in a timely manner.				
Customer Service personnel were courteous and professional.				
I will use Lackland Television Production again in the future.				
CUSTOMER RECEIPT OF PRODUCT				
SIGNATURE _____				DATE _____
COMPLETED BY	CHECKED BY	TOTAL RECORDING TIME (Run time X number of Dubs)	TOTAL DUBS	DATE COMPLETED
REMARKS				

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About the ITAOP/savePDF Method

The traditional Field-by-Field creation process is extremely ineffective and slow.

The only realistic option to create high-quality forms is the Insert-Text-Anywhere-on-Page (ITAOP) method.

The field creation process is about 10,000 times faster than the traditional method; the list of ITAOP features is not even available for the traditional method.

ITAOP savePDF method proved to be very simple and completely reliable for millions of users all over the world (incl. individuals, companies, organizations, government employees).