

Commencement DVD

Order Form

Thank you for ordering a DVD copy of the Madison College Commencement Ceremony. The cost of the DVD is \$15.00 which includes shipping. Please complete the order form, enclose a check (made payable to Madison College) or provide credit card information and return to the Madison College Student Life Office. We will promptly process your order. If we have any questions with the order, we will contact you by phone.

Name (First and Last): _____ Student ID # _____

Send to (Name if other than above): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: Daytime - _____ Night/Cell - _____

Number of DVDs ordered: 1 2 3 Year and Month: _____
(i.e. 2016 May)

\$15.00 per DVD (includes postage and shipping costs) Total Amount: _____

Payment Method: Cash: _____ Check #: _____

OR Credit Card #: _____ Exp: _____

Card Type: (Visa, Master Card, Discover Card) Security Code: _____

All checks made payable to: **Madison College**
Return order form and payment to: Madison College, Student Life Office
1701 Wright Street, Madison, WI 53704
(608) 246-6224

***** FOR OFFICE USE ONLY *****

Order Taken by: _____ Date: _____

Order processed and mailed by: _____ Date: _____

RECEIPT ** Madison College Commencement DVD**

Purchaser: _____ # of DVDs Ordered: _____

Amount Received/Paid: _____

Date Processed/Mailed: _____

Staff Signature: _____

DVD Order Procedures

- DVDs are \$15.00 each which includes all postage and shipping costs.
- Individuals can pay by cash, check (*made payable to Madison College*) or by credit card.
- Online:
 - Individuals can download an order form online.
 - A check made payable to Madison College should be included or their credit card information needs to be filled out on the form.
- In Person:
 - Individuals can complete the form in the Student Life Office and pay by cash, check or credit card.
- By Phone:
 - Individuals can order by phone with a credit card. Staff will complete the form with credit card information.
- DVDs will be mailed not later than six (6) weeks following the ceremony.