### T.E.C.S. Services & Pricing

**CD Duplication**  
$4.00 per copy  
We can copy up to 4 CD’s at one time. We do not provide special printing or labeling.

**DVD Duplication**  
$5.00 per copy  
We can copy up to 4 DVD’s at one time. We do not provide special printing or labeling. If DVD has to be re-formatted, Media Digitization charges will also be applied.

**Media Digitization**  
$5.00/hr  
We can digitize audio and/or video clips from many different sources. These clips are typically used as a part of online courses or multimedia presentation. Clips will be compressed to fit the appropriate medium. If editing is required, Video Production Services (editing) may also apply. (Minimum charge of 1 hr.)

**VHS to DVD Media Transfer**  
$10.00 per copy  
We can transfer VHS tapes directly to DVD. Written consent must be presented if transferring copyrighted material. Any footage over 2 hours will be assessed a $2.00/hr. service fee on top of the media charge.

**MiniDV Tape / DVD Media Transfer**  
$10.00 per copy  
We can transfer MiniDV tapes directly to DVD. Written consent must be presented if transferring copyrighted material. Digitizing footage first for editing purposes will result in an hourly editing charge. Any footage over 2 hours will be assessed a $2.00/hr. service fee on top of the media charge.

**Video Production Services (taping)**  
$25.00/hr  
TECS offers video production services on an hourly rate. Minimum one hour. Fees will be charged for scheduling, setup, tear down, etc.

**Video Production Services (editing)**  
$20.00/hr  
In addition to taping, TECS can edit videos using our Final Cut HD Studio system. All editing services are offered on an hourly basis. Charged by the half hour.

For more information, please visit the I.T. Web Page.
Mediasite Recording $35.00 setup/teardown fee
Mediasite is a lecture capture system that is available for individuals to use at Ashland University. Mediasite should be used when a PowerPoint lecture is being utilized as well as video of the presenter. A fee of $25.00 per hour will be accessed on top of the $35.00 setup/teardown fee. Recording is not available on Sundays.

Off-Campus Mediasite Recordings have a $50.00 setup/teardown fee and are $35.00 per hour. Fees may be assessed for travel, extra setup/teardown, and recording time. Time may also be billed as continuous time for the day. Mileage / Hotel / Meals may also be required for overnight or long distance recordings.

Audio Voice Over Recordings $10.00/hr
We can record audio with your PowerPoint or Web Navigation presentations. These recordings are often used as tutorials/orientations/instructions on how to use various web sites or services. These videos can easily be placed on Ashland University’s YouTube channel or embedded onto your Drupal 7 Web Page. Fees will accumulate for scheduling, recording, editing and be billed as a total amount of time spent. Minimum charge of 1 hour. (Single projects with multiple recordings will be billed as a single total amount of time and not each recording individually.)

For more information, please visit the I.T. Web Page.