



RATE SCALE & COST (DUPLICATIONS / TRANSFERS)

UGA - Academic	UGA - Other	Non - UGA
No charge when using for a current UGA academic course. Charges based on first use.	Prices below apply when duplication is used for purposes other than academic courses.	N/A

Please allow **5-10 business days** for most orders to be processed. Extended time may be required for larger requests or requests with multiple masters. CTL is not liable for lost, stolen or damaged items.

Please contact the Center for Teaching and Learning with any questions, (706) 542-1582 or ctlmedia@uga.edu, or if media format is not listed below.

i. Academic Use (course number required)

- A. Duplications/Transfers are free of charge to faculty or instructors of record.
- B. A current UGA course number must be provided
- C. Master CD/DVD (duplication ready)
- D. All masters must be non-copyrighted, or client must have written permission from copyright holder before CTL can begin duplication.
- E. Logo or small graphic, if desired, must be in .jpg format

ii. Department Use

- A. Duplications/Transfers are available at a reduced cost.
- B. Master CD/DVD (duplication ready)
- C. All masters must be non-copyrighted, or client must have written permission from copyright holder before CTL can begin duplication.
- D. Logo or small graphic, if desired, must be in .jpg format

iii. Included with order

CD or DVD, Jewel case or paper sleeve, black printed text/logo

iv. Additional Charges

- A. Master disc creation: \$10 per master
- B. Add \$0.55 per CD/DVD for color surface label printing (text/logo clipart).
- C. Add \$0.75 per CD/DVD for both color surface label printing and jewel case insert printing.
- D. \$60 per 100 CD/DVDs for full color surface label printing.
- E. There will be a 10% surcharge for Rush Orders.

DUPLICATION COSTS

DVD/CD - Standard Copying (per DVD)

QTY per Master	UGA - Academic	UGA-other
1	\$5.00	\$5.50
2 - 25	\$4.00	\$4.50
26 - 100	\$3.00	\$3.50
101 & up	\$1.75	\$2.00

DVD - Blu-ray and Dual Layer Copying (per DVD)

QTY per Master	UGA - Academic	UGA-other
1	\$6.00	\$6.50
2 - 25	\$5.75	\$6.00
26 - 100	\$5.25	\$5.50
101 & up	\$5.00	\$5.25

Streaming File (CD or DVD) - MP4/MP3

QTY per Master	UGA - Academic	UGA-other
1	\$5.25	\$5.75
2 - 25	\$4.25	\$4.75
26 - 100	\$3.25	\$3.75
101 & up	\$2.00	\$2.50