Programming Order Form
All programs are DVD format.
www.dmschools.org

PLEASE PRINT

Date: _______________

Name: _________________________________________________

Address: ___________________________________________ Apt. /Suite: ______

City: _____________________ State: _______ Zip:______________

Contact Phone Number: ___________________________________

Description of the program:
(Please be as detailed as possible. Is this an Art Class showcase? Story about a library? A board meeting? We want to get you the right program, so the more descriptive you can be, the better!)

_____________________________________________
_____________________________________________
_____________________________________________

Pricing:
• 1-10 copies: $10 each
• Starting with the 11th disc and every subsequent disc to 99: $5 each
  (For Example: You want 15 discs. The first ten are $10 each=$100. 
  The next five are $5 each = $25, so the total is $125.)
• 100+ copies: Please contact us.

How many copies would you like? ____________

Total: $ ______________

DMPS Account Number (If Applicable): ____________________________

Please make checks payable to: The Des Moines Public Schools

Mail this form with your check or money order (do not send cash) to:
Des Moines Public Schools Business & Finance Office
2323 Grand Avenue
Des Moines, IA 50312
If you have questions, please call 515-242-8115. Normal processing time is 2-4 weeks.