



info@cpcweb.com

Computer Prompting & Captioning Co.
1010 Rockville Pike, Suite 306, Rockville, MD 20852-1419
(800) 9-PROMPT (301) 738-8487 FAX 301-738- 8488
Emergency phone number: 301-512-1295

CPC Live Caption Service Order Form (For both TV Broadcast and Webcast)

Broadcast Captioning (Circle one) *Closed Captions* | *Open Captions*

Webcast Captioning: *Windows Media Player*

(For webcast captioning CPC will provide software for client's video encoding station)

Name of Event _____

Date of Event _____

Test Setup Date & Time (Eastern Time) _____

Event start time (Eastern Time) _____
(Circle connect time: 15/30/60 minutes before the event)

Event end time (Eastern Time) _____

Telephone number for the audio _____

Telephone number for the Modem/Encoder _____
(Not needed for Webcasts)

Contact information for the setup/event

Name:

Phone number & e-mail address:

Emergency contact phone number at the event site
(Cell phone preferred)

Rollup Caption Preferences (Circle you choices)

Number of lines of caption: (Circle one) 2 | 3

Capitalization: ALL UPPER | Upper/Lower

Vertical position: Top | Bottom

Cost

1. Live Caption _____

2. Rental of encoder /Audio Patch (If needed): _____

Total _____

Please email the completed form to info@cpcweb.com and fax it to 301-738-8488

Event Description, Names and Special Terms to be used
You will help us do the best possible captioning job by letting our captioner know what the event is about, and providing the spelling of any names that will be used, plus any terms that the general public is not familiar with.
Example: the event is a biology lecture by Dr. Dipankar Chakraborti. Special terms include: mitochondria, epithelial, synapse and dichloromethane.

Payment Terms:

CPC will charge your credit card for the captioning cost and encoder/audio patch (if rented). CPC will also place a hold on the credit card for the replacement cost of the encoder/audio patch (if rented). Once the encoder/audio patch is returned to CPC in good condition, the hold for it's replacement cost will be removed from your credit card.

Credit Card Number/Expiration Date/Security Code/Name on Credit Card

You can call us and give this info over the phone, if you prefer

Cancellation Fee: if service is cancelled less than 24 hours prior to event, there will be a \$100.00 charge. If encoder/audio patch was shipped, the entire encoder/audio patch rental fee must be paid.

Ship-to-location of Encoder/Audio Patch:

Name:

Address:

Phone:

(The encoder/Audio Patch must be returned to CPC immediately after the event)

Person authorized to sign this form:

(and billing address)

Signature:	Date:
Phone:	e-mail:
First name:	Last name:
Organization:	
Street address:	
City, State, Zip:	

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