

**United Methodist Seminary, Archive, and Historical Society  
Program for Digitizing Audio Tapes: Reel-to-Reel, Audio  
Cassette, & DAT**



Review your audio holdings and decide which tapes you need to preserve. Make a list of those programs on the table below and save all information for your records. The cost for each audio program will be \$40. This will include digitizing, processing for best listening quality, saving the program as a WAV file for archiving, and an MP3 file you can use online. The audio files will be saved on a USB thumb drive or on a portable hard drive for orders of 10 or more programs. All this will be included and shipped back to you at no additional cost. You can add a standard audio CD of any program at a reduced price of \$5 each by checking the Audio CD box in the table below.

All United Methodist audio programs digitized will also be saved by [SoundTheology.org](http://SoundTheology.org) and will be permanently preserved by The United Methodist General Commission on Archives and History.

Include a copy of this form and send the tapes to the address below. Pay after the work is done; you will receive an invoice in the carton of materials returned to you. Make additional copies of this form as needed.

Your Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Organization: \_\_\_\_\_

Tape Number or Identification	Program (s)	Estimated Length	Audio CD?

Shipping address:

**Audio-Rescue, Attn: Mike Hickcox, 106 Salem Drive, Forest, VA 24551-1306**