

**Basic Information:**

(please print)

**Today's Date:** \_\_\_\_\_

**Customer Info:** Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone Numbers: (Wk/Cell) \_\_\_\_\_ (H) \_\_\_\_\_  
Email Address: \_\_\_\_\_

**Shipping Info:**     *I'll pick up my order*                       *Please send to address above*

**How Soon Do You Need Your Order Completed?**

Requested Completion Date: \_\_\_\_\_

- Standard completion turnaround (please allow 4 weeks from the date received)*  
 *Rush My Order Please (20% Rush Fee, \$20 minimum)*

**Referrer (How Did You Hear About Shoebox Memories?)**

\_\_\_\_\_

**Sign Up for Our Mailing List:**

Would you like to be added to our mailing list for specials and other announcements? You may unsubscribe at any time, and we will never sell or rent our customer list to any other organization. It is strictly for use by Shoebox Memories.

**Yes.**     **No thanks.**

**May We Use Your Order in Shoebox Memories Marketing Efforts?**

We'd like to have your permission to use your finished slide show as part of our marketing efforts. This would include things such as showing your slide show (or portions of it) at bridal shows or on the Internet as a demo. This would be for use only by Shoebox Memories.

**Yes you may.**     **Yes, anything but the Internet.**     **No please don't.**

**How to Order Your DVD:****STEP 1 – Organize Your Photos**

Collect and organize the photos you wish to include in the slide show, then put them into the sequence you want them displayed. Next, label and number each photo in case they fall out of sequence during shipment. Number the photos starting with "one" (1) and count upwards. We recommend two ways of labeling your photos: (a) write the number on a sticky note and attach it to the back of the photo, or (b) write the number on the back in pencil (but take care not to press too hard on the photo to avoid damage). If you plan to include digital photos, it is best to simply change the name of the file to be the number of the photo itself (eg. "78.jpg").

**STEP 2 – Fill Out the Order Form**

Fill out this form. Please print clearly.

**STEP 3 – Send Everything to Us**

Send us your photos, music CDs, videotape(s) and completed order form. Depending on how close you are to Northern Virginia/Washington DC, you can either arrange to drop your order off in person (by appointment only please) or simply ship\* your order to the address below. Be sure to provide adequate packing material and protection for your photos, CDs and video tape(s) to avoid damage during shipping.

SHIP IT using a **traceable** shipping service to: (Shoebox Memories, 25864 Flintonbridge Drive, South Riding, VA 20152-4802). Be sure to include protective packing materials to prevent the contents from shifting around and getting damaged. Also be sure to include a check with your order if paying by check.

\* NOTE: Shoebox Memories will handle your materials with the utmost care and consideration, however we can not be held responsible for any damage that occurs during the transportation of your materials to us. For that reason, we would encourage you to be very diligent in properly packing your order, and perhaps even creating duplicates then sending us the original. It is also recommended that you ship your package to us using a reliable and trackable shipping service (UPS, FedEx, DHL, USPS, etc.). We will do the same when sending everything back to you.

**STEP 4 – Wait to Hear From Us, then Submit Payment**

We will notify you when your order is completed. You will then be sent an email requesting that you pay for the order (via PayPal or credit card) at our payment webpage (<http://www.shoeboxmemories.net/makepayment>). Payment by check is also acceptable; however, since checks require more time to clear you should include the check with your order or expect a delay. Make checks payable to "Shoebox Memories". Rush orders MUST be paid via PayPal or credit card to avoid delay.

Please note that Virginia residents and "pick-up orders" will need to also pay 5% sales tax.

**STEP 5 – Sit Back and Enjoy Your DVD**

Once payment is received -- we will send your finished DVD and original materials to you. If you are in the metro Washington DC area and prefer to arrange for a pick-up, just let us know.

Although it may be completed sooner than that, you should allow a turnaround time of 4 weeks. If you want to guarantee completion of the DVD in less than 4 weeks you will need to do a rush order. Please contact us to check our availability and make arrangements for a rush order (20% additional rush order charge, with a \$20 minimum).

**QUESTIONS? – Feel free to contact us...**

Phone number – (703) 969-9290

Email Address – [info@shoeboxmemories.net](mailto:info@shoeboxmemories.net)

**Total Number of Copies of the DVD:**

One copy is included with the order automatically. However the number below is the total # of copies.

Total Number Desired: \_\_\_\_\_

**DVD Title and Label:**

DVD Title: \_\_\_\_\_

Number of the Photo on the DVD Label: \_\_\_\_\_

**DVD Case:** (Use additional paper as needed)

FRONT:	BACK:
Number of the Photo on the Front: _____	Number of the Photo on the Back: _____
Additional Text on the Front (optional): _____ _____	Additional Text on the Back (optional): _____ _____

**NOTE: The graphics below are for illustration purposes only, and not necessarily representative of the final product.**



**Color Preferences (if no preference, leave blank):**

Colors I Want You to Use: \_\_\_\_\_

Colors I Do Not Like: \_\_\_\_\_

**Title Slides:** (Use additional paper as needed)

Title slides let you show a brief description for a part of the slide show. They can be used to denote a new group of photos. Titles are typically a solid color background with text on it. Ask about customizing. (An unlimited number of title slides is included with this package)

Insert Title Slide Before Photo #	Title Slide Text
1	Rehearsal Dinner at Anthony's Restaurant – Sept 4, 2001

**Background Music:** (Use additional paper as needed)

Background music sets the tone and mood of your slide show. Shoebox Memories does not provide the music for you so please be sure to send us the music you wish to use with your order. Music may be provided on CD or in MP3 formats. A general rule of thumb is to provide roughly 6 seconds per slide, which is roughly 10 photos per minute of song. We will adjust the music to fit. There are no per-song fees.

If you would like song played in its entirety, please note it below. Otherwise, we will fade out songs to fit.

Please be aware of and obey copyright laws on the music you select, and understand that you have agreed to be responsible for ensuring copyright compliance with this order. As a result, Shoebox Memories cannot provide you with the music.

We can offer suggestions on songs for your DVD slide show and provide links on where you may purchase MP3's for most. Please visit our website –

<http://www.shoeboxmemories.net/slideshow/advice/music-suggestions.htm>

Album / Artist	Song Title / Track #	Music Starts with Photo #	Music Ends with Photo #	Play Entire Song?
James Taylor	You've Got a Friend / Track 6	11	35	Yes



**Order Agreement:****OUR GUARANTEE**

Your satisfaction is completely guaranteed. If there is a problem with your order we will make every reasonable effort to solve the issue. (Do not ship us the DVD without first receiving a return authorization.) If we are unable to do so, we will refund your money -- minus the cost of shipping and handling incurred. Also see the paragraph below on DVD compatibility.

**DAMAGE LIABILITY**

Shoebox Memories cannot be held responsible for any damage to your materials during transportation. For that reason, we highly recommend that you create duplicates. In addition, it is recommended that you ship your package to us using a traceable and reliable shipping service. We will do the same when sending the final product back to you.

**COPYRIGHT LIABILITY**

It is the client's responsibility to ensure that you are in compliance with copyright law. By signing this order agreement you are confirming to us that you are authorized to use all photographs, videos and musical works to be used in the creation of your DVD slide show. Shoebox Memories is not responsible for verifying this information, and is hereby released of the liability. We reserve the right to refuse orders, at our discretion, that include questionable content.

**DVD COMPATIBILITY**

Shoebox Memories uses the common DVD-R format, which is compatible with approximately 95+ % of all existing DVD players, but not all. Please be sure to check your DVD player manual/manufacturer to determine if it supports DVD-R. This website is also a good place to look: <http://www.dvdrhelp.com/dvdplayers>. If needed, we can assist you in determining if your DVD player supports it -- just ask us. Sorry, refunds will not be given for DVD incompatibility reasons.

**PRIVACY PROMISE**

Shoebox Memories promises that we will never sell, rent, lease, or otherwise disclose your contact information to any third-party organizations. Your contact information will only be used by Shoebox Memories, and only for Shoebox Memories marketing and communications. You may request to "opt-out" at any time by contacting us at [info@shoeboxmemories.net](mailto:info@shoeboxmemories.net). You can request removal from our mailing list by going to <http://www.shoeboxmemories.net/maillinglist.htm>

**ACKNOWLEDGEMENT**

I am entering into an agreement for services rendered with Shoebox Memories to conduct the development of a customized DVD slide show per my order. I understand that full payment is due before delivery of the completed DVD. I am hereby confirming that I have permission to use all photographs, videos and musical works in this slide show; and accept responsibility for copyright liability. Further, I intend to use this DVD for personal use only -- such as at a wedding, family event or bar mitzvah. I also understand that copyright law prohibits unauthorized duplication and distribution of this DVD without permission. I acknowledge that I have read and agree to all of the above statements in this agreement.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

**PRICING WORKSHEET:**

ITEM	EA.	Qty.	Subtotal
<b>DVD Slide Show – Diamond Package</b> Custom DVD slide show for up to 200 photos (including scanning), with captions, and set to music. Unlimited title slides and pan-scan-zoom effects. A custom DVD case and label are included.	\$499.00	1	<b>\$499.00</b>
<b>OPTIONAL ADD-Ons</b>			
<b>Additional Photos in the Slide Show</b> Extra photos (number 201 and higher) are at additional cost. Scanning not included.	\$1.25		
<b>Additional Photo Scanning</b> We can scan your photos into digital format. 200 scans are included in the Diamond Package.	\$0.75		
<b>Captions on Each Photo</b> Text on each photo to describe the moment or remind you of the details. 100 captions are included in the Diamond Package.	\$0.25		
<b>Additional DVD Chapters</b> Divide the slide show into sections to easily advance to portions of the DVD.	\$5.00		
<b>Video Segment</b> Add a short video clip (in digital file format: MPEG, AVI, MOV, QT or DV) to your slide show.	\$20.00		
<b>Additional Copies of the DVD</b> Share a copy of the DVD with your friends and family. Volume Discounts: 1-5 copies = \$20 ea.; 6-10 copies = \$17.50 ea.; 11-20 copies = \$15 ea.	\$20.00		
<b>Referral Discounts, Special Discounts, Credits, and Gift Certificates</b> Discount/Coupon Code :		<b>Discounts/Credits</b>	<b>\$</b>
<b>Rush Service</b> Rush Service (if available) will ensure your order will be completed in less than 4 weeks. Rush service is an additional 20% with a \$20 minimum.		<b>Rush Service Fees</b>	<b>\$</b>
<b>Shipping &amp; Handling</b> Actual shipping cost is charged and based on weight. Typically this is in the ballpark of \$10-\$20.		<b>S &amp; H</b>	<b>\$</b>
		<b>SUBTOTAL</b>	<b>\$</b>
<b>Sales Tax</b> Virginia residents and clients planning to “pick up” finished orders must add 5.0% VA sales tax		<b>Sales Tax</b>	<b>\$</b>
		<b>TOTAL ORDER</b>	<b>\$</b>
<b>Balance Due</b> The Total Order amount minus your Deposit. Must be paid before the DVD will be shipped.		<b>Balance Due</b>	<b>\$</b>

**SELECT YOUR PAYMENT METHOD:**

- PAYPAL (Credit Card)** --- I will pay using PayPal or with a credit card (via PayPal). Visit our payment website <http://www.shoeboxmemories.net/makepayment> and click the PayPal icon to pay online.
- CHECK** --- Make checks payable to “Shoebox Memories” and submit it with order form. Note: There is a \$25 fee for returned checks. You cannot pay for RUSH orders by check; you must use a credit card or PayPal.