

Today's Date: _____

Customer Info: Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone Numbers: (day) _____ (evening) _____
Email Address: _____

Shipping Info: I'll pick up my order Check if same address as above
Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone Numbers: (day) _____ (evening) _____

How Soon Do You Need Your Order Completed?

- Standard completion turnaround (approx. 4-6 weeks; turnaround is best-effort only, not guaranteed)
- Rush Order (+25% Rush Fee, \$50 minimum, Defined turnaround time; Call for availability first)
Rush Order Requested Completion Date : _____

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 DVD as part of our marketing efforts. This would include things such as showing your DVD and/or DVD case at trade shows or on the Internet as a demo. This would be for use only by Shoebox Memories.

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

Instructions:

1. Number your film reels in the order that you want them shown (starting with 1, 2, 3, etc - typically written on the film boxes.). DVDs are limited to 2 hours of footage (max). Guidelines/Estimate: 3" diameter reel = 50 ft of film (3 min of video); 5" dia reel = 200 ft (12 min); 7" dia reel = 400 ft (24 min). Please complete one of these pages for each DVD you'd like to have made.
2. Specify any details and options – titles, chapters, background music, etc. – on this order form. Feel free to describe any requests you may have in the comments section or on the back of the order form.
3. Complete this form and send or provide it along with the film to be converted. You can ship your order to us (Shoebox Memories, 25864 Flintonbridge Drive, South Riding, VA 20152-4802) or arrange to drop them off (by appointment only please) if you're in the Northern VA / DC area. Turnaround time will depend on factors such as our current workload (best effort basis). Rush service is not usually available for Film-to-DVD orders. Please check with us if you have specific turnaround time requirements.

Order : DVDs only (\$50 setup) AVI video files only (\$30 setup) Both DVDs and AVI files (\$50 setup)

DVD Title: _____

Number of Film Reels: _____ **Total Number of Copies of the Final DVD:** _____

Would you like title slides between reels? (Optional, \$10 per title slide)

- Yes Yes, for some reels only (note below) No thanks

Would you like to add background music? (Optional, \$50 per DVD, Generic/Provided by you) Yes No

External Hard Drive for AVI customers? If you want AVI video files of your films, you will need an external hard drive large enough to put the files on. Do you want Shoebox Memories to purchase a new external hard drive on your behalf? Alternatively you can provide your own (Note – we may need to format your drive, so save your data).

- Yes, buy one for me (\$100) No, I will provide one for you to use (no add'l cost)

CHOOSE ONE:

- Chapters at set regular intervals. Included for no additional charge: (circle one)
3 minutes 5 minutes 10 minutes 15 minutes Other (specify):

OR

- Custom chapters at specific times you define. Tell us where the chapters should be placed. The first chapter will always be at time 0:00. Each custom chapter is \$10 additional.

<u>Tape #</u>	<u>Time</u>	<u>Chapter Name</u>	<u>Brief Description</u>
example: 1	10:17	Bestman Toast	Toast by man in glasses

Special Notes or Instructions: (use additional pages as needed)

Order Agreement:**OUR GUARANTEE**

Simply stated: Your satisfaction is completely guaranteed. If there is a problem with your order we will make every reasonable effort to resolve the issue. If we are unable to do so, we will refund your money -- minus the cost of shipping and handling incurred. The one exception is in regards to DVD compatibility (see the paragraph below).

DAMAGE LIABILITY

Shoebox Memories (and its associated agents) cannot be held responsible for any damage to your order that occurs during transportation. For that reason, we highly recommend that you create a duplicate copy, if at all possible. In addition, it is recommended that you ship your order to us using a reliable and reputable shipping service. We will do the same when sending the final product back to you. We will take particular care of your media and treat them with the same respect we would our own valuables. However, given the nature of videotape, and age of your materials, issues could arise which are beyond our control – and the liability of Shoebox Memories (and its agents) will not exceed the amount of your order.

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, film, videos and musical works to be used in the creation of your DVD. Shoebox Memories is not responsible for verifying this information, and is hereby released of the liability. Commercially produced videotapes will be refused. We generally reserve the right to refuse orders, at our discretion, that include questionable content. If unsure, please ask us.

DVD COMPATIBILITY

Shoebox Memories uses the proven 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 issued due to DVD incompatibility.

PRIVACY PROMISE

Shoebox Memories promises that we will never intentionally sell, rent, lease, or otherwise disclose your contact information to any third-party organizations for their use. Your contact information will only be used by Shoebox Memories, and only for Shoebox Memories marketing and communications. Shoebox Memories uses third-party service providers for some operational requirements (mailing list, accounting, etc.), but will make every reasonable effort to protect your information as we would our own. If desired, you can subscribe/unsubscribe to our mailing list at <http://www.shoeboxmemories.net/maillinglist.htm>

ACKNOWLEDGEMENT

I am entering into an agreement for services rendered with Shoebox Memories to convert Film to DVD or Video files 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, film, videos and musical works in this DVD; 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 acknowledge that I have read and agree to all of the above statements in this agreement.

Signature: _____ Date: _____

Print Name: _____

