

Basic Information:

(please print)

Today's Date: _____**Customer Info:** Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone Numbers: (day) _____ (evening) _____
Email Address: _____**Shipping Info:** I'll pick up my order Please send to address aboveName: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone Numbers: (day) _____ (evening) _____**How Soon Do You Need Your Order Completed?**

-
- Standard completion turnaround (approx. 4-6 weeks for most orders; 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 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. You should label and number each photo (1, 2, 3, etc.) in case they fall out of sequence during shipment. 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"). We recommend writing the number on a sticky note and attaching it to the back of the photo. We do not recommend writing numbers on the back of photos in pen or marker as they tend to bleed if not completely dry. Photos in albums or slides in metal Airquipt frames will incur an additional service charge which can be prevented by doing the work yourself if desired. Let us know if you have questions.

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. If you are local to Northern VA / Wash 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. We strongly recommend enclosing your materials in zip lock plastic bags for extra protection from the elements 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. No deposit is required for most orders. 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 may want to consider including the check with your order to minimize delays. 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.

Completion times will vary with the size and complexity of your order. Generally you should allow us 4-6 weeks lead time. For "standard" orders, we offer best-effort turnaround times. If you need to ensure completion of the DVD in a certain timeframe (esp less than 4 weeks) you will need to do a "rush" order. **Please contact us to check our availability first.**

QUESTIONS? – Feel free to contact us...

Phone number – (703) 969-9290

Email Address – info@shoeboxmemories.net

Total Number of Copies of the DVD:

One copy comes with the order by default. However the number below is the total # of copies desired.

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. (One title slide is included with this package; extra title slides are \$10.00 each)

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

Pan, Scan, Zoom (aka. the Ken Burns Effect):

Have you seen a documentary film where photos seem to move across the screen? You can choose to add those abilities to your DVD slide show - where photos zoom, rotate, and pan. Highly recommended, as it makes the slideshow considerably more engaging for the audience! (\$0.50 additional per photo)

No Thank you. No Pan-Scan-Zoom.

Check if you want ALL photos to have this effect, or list the photos (by number) to pan/scan/zoom.

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, outside of our limited royalty-free music collection.

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

Photo Captions: *(Use additional paper as needed)*

A caption is a small amount of text which overlays the photo. Captions can be a description of an event, a date, or even a witty comment. Captions can also help you remember what your photo was about years from now. (No photo captions are included with this package; captions are \$0.25 each)

Photo #	Photo Caption
<i>Example:</i> 17	<i>Here comes the bride...</i>

Video Segments: *(Use additional paper as needed)*

Video segments let you include short video clips in your DVD slide show. Basically, you need to let us know what the video clip is and where it should be inserted. Let us know if you do not want the original audio to be used.

Accepted Source Video Formats: We can currently accept video in the following formats:

Tape/Disc Formats: VHS VHS-C Digital8 8mm Hi8 MiniDV DVD VCD SVCD
Digital File Formats: MPEG AVI MOV QT DV

Pricing:

No video segments are included with this package; Video segments are \$20 each and include any setup and conversion costs, as well as minor editing.

Tape/File/Disc Name	Video Clip Start Point (hh:mm:ss)	Video Clip Stop Point (hh:mm:ss)	Insert Clip After Photo #	Insert Clip Before Photo #
<i>Example:</i> Tape – Our Hawaiian Vacation	00:19:31	00:20:22	15	16

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

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 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 given for DVD incompatibility reasons.

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 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
DVD Slide Show – Silver Package Custom DVD slide show for up to 50 digital photos (no scanning), with one title slide, and set to music. One customized DVD case and label are included. Captions, pan-scan-zoom and video segments are extra.	\$129.00	1	\$129.00
OPTIONAL ADD-Ons			
Additional Photos in the Slide Show Extra photos (number 51 and higher) are at additional cost. Scanning not included.	\$1.25		
Additional Photo Scanning We can scan your photos into digital format. No scans are included in this Package.	\$0.75		
Album or Airquipt Service Charge If we need to remove photos from an album or slides from metal frames, there is an additional per affected photo/slide service charge.	\$0.25		
Additional Title Slides Title slides are a solid color or texture with text on it. Use these slides to introduce sections, or open and close the slideshow with a title slide. One title slide is included in this Package.	\$10.00		
Pan-Scan-Zoom Add the Ken Burns Effect to the slide show, setting your photos in motion. Highly recommended!!	\$0.50		
Captions on Each Photo Text on each photo to describe the moment or remind you of the details.	\$0.25		
Video Segment Add a short video clip (in digital file format: MPEG, AVI, MOV, QT or DV) to your slide show.	\$20.00		
USB Drive / External Hard Drive (purchased on your behalf) If desired, we can purchase an external hard drive or USB storage drive on your behalf and provide your scanned photos / videos on it. Price will vary depending on how much storage space is required. (varies from \$20 - \$100)	Varies		
Additional Copies of the DVD 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		
Referral Discounts, Special Discounts, Credits, and Gift Certificates Discount/Coupon Code :	Discounts/Credits		\$
Rush Service Rush service is an additional 25% with a \$50 minimum.	Rush Service Fees		\$
Shipping & Handling We ship by FedEx. Cost varies by weight and distance, but is typically \$12 - \$20.	S & H		\$
	SUBTOTAL		\$
Sales Tax Virginia residents and clients planning to "pick up" finished orders must add 5.0% VA sales tax	Sales Tax		\$
	TOTAL ORDER		\$

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 \$50 fee for returned checks. You cannot pay for RUSH orders by check; you must use a credit card or PayPal.