

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. 2-4 weeks for most common formats; 4-6 weeks for advanced formats; 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. Identify the tapes to be converted. By default, each tape will be transferred to a single DVD. If you want multiple tapes on a single DVD (up to 2 hours max), please number the tapes in the desired order and group them by DVD. Please make clarifying notes/instructions below as needed.
2. Specify any desired features – chapters, etc. – on this order form. Feel free to describe any special requests you have in the comments section below or on the back of the order form.
3. Complete this form and send or provide it along with the videotape 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 Virginia or DC area. Turnaround time will depend on factors such as videotape format and our current workload (best effort basis). Rush service may be requested (with a defined turnaround time) for an additional 25% (\$50 minimum). Please check with us for Rush service availability before sending your order.

DVD Title:			
No. of Tapes on this DVD: (\$15 per tape after the first)		Total Number of Copies of the Final DVD:	

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 Identifying Description</u>
<i>example:</i>	1	10:17	Bestman Toast	Toast by man in glasses

Title Slides: Solid color background with text, typically used to introduce a tape or section. Please describe the text and where each should be placed. Each title is \$10 additional. (use additional pages as needed)

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.dvdhelp.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 Videotapes to DVD 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 any copyright liability. 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
Videotape-to-DVD Transfer/Conversion Service – Common Formats (VHS, VHS-C, S-VHS, Digital8, 8mm, Hi8 and MiniDV formats) Videotape to DVD conversion. A customized, full-color DVD case and label are included; plus DVD chapters spaced at regular intervals.	\$34.95		\$
Videotape-to-DVD Transfer/Conversion Service – Advanced Formats (Betamax, Betacam SP, DV and DVCAM formats) Videotape to DVD conversion. A customized, full-color DVD case and label are included; plus DVD chapters spaced at regular intervals.	\$30.00 setup fee per DVD		\$
	\$49.95 per tape		\$
Optional Extras:			
Additional Source Tapes on Same DVD Combine multiple tapes on a single DVD, number tapes in order desired	\$15.00		
Custom Chapters Specify custom chapter details on page 2, use additional pages as needed.	\$10.00		
Title Slides Title slides are a solid color background with text. Use these slides to introduce videotapes or sections of video.	\$10.00		
Copies of the DVD Extra copies of the DVD for friends and family. One DVD and case is included with all orders, and this is in addition to that. Volume Discounts: 1-5 copies = \$20ea; 6-10 = \$15ea; 11-20 = \$10ea	\$20.00		
External Hard Drive Purchased on Your Behalf If requested we will be happy to purchase an external hard drive on your behalf for your AVI video files. Makes video editing easier in the future. Typically a 1 TB (or larger) USB drive.	\$100.00		
Discounts, Coupons, 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 typ \$10-\$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		\$
Balance Due “Total Order” amount. Must be paid before the DVD will be shipped.	Balance Due		\$

SELECT YOUR PAYMENT METHOD:

- CREDIT CARD or PAYPAL --- 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.