

Today's Date: _____**Customer Info:** Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone Numbers: (W) _____ (H) _____
Email Address: _____**Shipping Info:** I'll pick up my order Check if same address as above
Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone Numbers: (W) _____ (H) _____**How Soon Do You Need Your Order Completed?**Requested Completion Date: _____
 Standard completion turnaround (approximately 1-2 weeks for VHS, VHSc, S-VHS, Digital8, 8mm, Hi8, and MiniDV; 3-4 weeks for other formats; from the date received)
 Rush My Order Please (15% Rush Fee, \$20 minimum, Call for availability first)**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.
2. Specify any desired features – titles, chapters, etc. – on this order form. Feel free to describe what you want in the comments section 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 (25864 Flintonbridge Drive, South Riding, VA 20152-4802) or arrange to drop them off (by appointment only please) if you're in the Washington DC area. Turnaround time will be approximately 2-4 weeks (depending on the format). Rush service is available for an additional 15% (\$20 minimum).

DVD Title:			
No. of Tapes on this DVD: (\$10 per tape after the first)		Total Number of Copies of the Final DVD:	
Color Preferences (Likes and Dislikes):			

CHOOSE ONE:

- Chapters at set regular intervals: (circle one)
 3 minutes 5 minutes 10 minutes 15 minutes Other (specify):

OR

- Custom chapters at specific times you define. The first three (3) custom chapters are included. The first chapter will always be at time 0:00. Additional custom chapters are \$5 each.

<u>Tape #</u>	<u>Time</u>	<u>Chapter Name</u>	<u>Brief Description</u>
example: 1	10:17	Michael's 1 st Birthday	baby holding a gift up

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 videotapes and treat them with the same respect we would our own valuables. However, given the nature of videotape, issues may arise which can be 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. 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/manufacture 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 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. 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 convert Videotape 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 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 (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 your choice of either DVD chapters spaced at regular intervals or up to 3 custom chapters.	\$29.95		\$
Videotape-to-DVD Transfer/Conversion Service (Betamax, Betacam SP, DV and DVCAM formats) Videotape to DVD conversion. A customized, full-color DVD case and label are included; plus your choice of either DVD chapters spaced at regular intervals or up to 3 custom chapters.	\$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	\$10.00		
Additional Custom Chapters Specify custom chapter details on page 2, use additional pages as needed.	\$5.00		
Title Slides Title slides are a solid color background with text. Use these slides to introduce chapters.	\$2.00		
Copies of the DVD Extra copies of the DVD for friends and family. One DVD and case is included with all orders. Volume Discounts: 1-5 copies = \$20ea; 6-10 = \$15ea; 11-20 = \$10ea	\$20.00		
Discounts, Coupons, Credits, and Gift Certificates Discount/Coupon Code :	Discounts/Credits		\$
Rush Service Rush service is an additional 15% with a \$20 minimum.	Rush Service Fees		\$
Shipping & Handling Actual shipping cost is charged. Typically this is in the ballpark of \$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 minus any Deposit. Must be paid before the DVD will be shipped.	Balance Due		\$
SELECT YOUR PAYMENT METHOD: <input type="checkbox"/> 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. <input type="checkbox"/> 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.			