

**Diamond Package Order Form**

**Basic Information**

(please print)

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

**Customer Info:** Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phones: (W) \_\_\_\_\_ (H) \_\_\_\_\_  
Email address: \_\_\_\_\_

**Shipping Info:**  I'll pick up my order       Check if same address as above  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phones: (W) \_\_\_\_\_ (H) \_\_\_\_\_

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

- Standard completion turnaround (approximately 2-3 weeks from date received)  
 Rush My Order Please (15% Rush Fee, \$20 Minimum)

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

**Referrer (How did you hear about Professional Digital Publishing?)**

\_\_\_\_\_

**May we use your order in Professional Digital Publishing 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 Professional Digital Publishing.

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

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**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 pence (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 (e.g., "78.jpg". etc.).

**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, videotapes(s) and completed order form. Depending on how close you are to Dickson, you can either arrange to drop your order off in person (by appointment only please – contact us for details) or simply ship\* your order to the address below. Be sure to provide adequate packing material and protection for your videotape(s) to avoid damage during shipping.

SHIP IT using a **traceable** shipping service to: (Professional Digital Publishing, c/o Scott's Computers, 204 N Main Street, Suite 4, Dickson, TN 37055). Be sure to include protective packing materials to prevent the contents from shifting around and getting damaged. Also be sure to include a check or money order with your order if paying by this method.

**\*NOTE:** Professional Digital Publishing 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 packaging 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 – 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 – accepts Visa, Mastercard, American Express, Discover, and eCheck) at our payment webpage (<http://www.prodigipub.com/payment.php>). Payment by check is also acceptable; however, since checks require more time to clear you must include the check with your order. Make checks payable to "Professional Digital Publishing". Rush orders must be paid via PayPal to avoid delay. Please note that Tennessee residents and "pick up orders" will need to also pay 9.75% 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 Dickson area and prefer to arrange for a pick-up, just let us know. You should allow a minimum turnaround time of 2-3 weeks. If you need the DVD sooner, please contact us to check our availability and make arrangements for a rush order (15% Rush Fee, \$20 Minimum).

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

Phone number: (615) 441-0022 or (615) 218-3224

Email address: [Cheryl@prodigipub.com](mailto:Cheryl@prodigipub.com)

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**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**

Professional Digital Publishing 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. Professional Digital Publishing 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**

Professional Digital Publishing 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 supports it – just ask us. Sorry, refunds will not be given for DVD incompatibility reasons.

**PRIVACY PROMISE**

Professional Digital Publishing 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 Professional Digital Publishing, and only for Professional Digital Publishing marketing and communications.

**ACKNOWLEDGEMENT**

I am entering into an agreement for services rendered with Professional Digital Publishing 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: \_\_\_\_\_

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

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

**Diamond Package Order Form**

**Color Preferences:**

We have found that knowing your color preferences are helpful in guiding our creative team when creating your slide show, DVD case, and DVD label.

Favorite Colors: \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

**DVD Title and Label:**

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

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

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

<b>FRONT:</b>	<b>BACK:</b>
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**



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

Chapters let you skip to various sections of your DVD in a random access fashion. Each chapter should have a short name that will appear on the menu screen. (Six chapters are included with this package; extra chapters are \$5.00 each)

Chapter #	Starts with Photo #	Ends with Photo #	Chapter Title
8	92	157	<i>The Wedding Reception</i>

**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	<i>Rehearsal Dinner at Anthony's Restaurant - Nov 12, 1987</i>





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**Optional Add-Ons:**

**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. Unless you tell us otherwise, the audio of the video will be replaced with music as if it were simply another photo, so let us know if you want the original audio to be used instead.

ALL tape and disc formats will require a video conversion fee because we must have the video in a digital media format (see below for a list of acceptable formats). You can save this expense by submitting your video clip in a digital file format if you have that ability. If you need the video file to be edited or shortened, there will be an additional charge for that as well. Please contact us if you have large amounts of video for alternative pricing. Feel free to contact us with any questions or for additional information.

The Source Format of the Video: We can currently accept video in the following formats:

Tape/Disc Formats: VHS, VHS-C, DVD, VCD, SCVD

Digital File Formats: MPEG, AVI, MOV, QT, DV

Pricing: No video segments are included with this package. Video segments are \$35 each and do not include any setup, conversion costs, or 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: Tape - Our Hawaiian Vacation</i>	<i>0:19:31</i>	<i>0:20:22</i>	<i>15</i>	<i>16</i>

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

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**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. Six DVD chapters with unlimited title slides and pan-scan-zoom effects. A custom DVD case and label are included.	\$549.00	1	\$549.00
<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. 200 captions are included in the Diamond Package.	\$0.20		
<b>Additional DVD Chapters</b> Divide the slide show into sections. Six DVD chapters are included in the Diamond Package.	\$5.00		
<b>Video Segment</b> Add a short video clip (in digital file format: MPEG, AVI, MOV) to your slide show.	\$35.00		
<b>Additional Copies of the DVD</b> Share a copy of the DVD with your family and friends. Volume Discounts: 1-5 copies = \$20 each; 6-10 copies = \$17.50 each; 11-20 copies = \$15 each.	\$20.00		
<b>Special Discounts, Credits, and Gift Certificates</b> Discount/Coupon Code	<b>Discounts/Credits</b>		\$
<b>Rush Service</b> Rush Service will ensure your order will be completed in less than 3 weeks. Rush service is an additional 15% with a \$20 minimum.	<b>Rush Service Fees</b>		\$
<b>Shipping &amp; Handling</b> Actual Shipping cost is charged. Typically this is in the ballpark of \$10-\$20	<b>S&amp;H</b>		\$
	<b>SUBTOTAL</b>		\$
<b>Sales Tax</b> TN residents & pickup orders must add 9.75% sales tax	<b>Sales Tax</b>		\$
	<b>TOTAL ORDER</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>Select Your Payment Method:</b>			
<input type="checkbox"/> Credit Card or PayPal - I will pay using PayPal or with a credit card (via PayPal). Visit our website to pay online.			
<input type="checkbox"/> Check - Make checks payable to "Professional Digital Publishing" and submit it with order form. There is a \$25 return check fee. You cannot pay for RUSH orders by check; you must use a credit card or PayPal.			