

**VideoTape to DVD Transfer/Conversion Order Form**

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**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 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 Professional Digital Publishing.

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

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**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 (Professional Digital Publishing, c/o Scott's Computers, 204 N Main Street Suite 4, Dickson, TN 37055) or arrange to drop them off (by appointment only please) if you're in the Dickson area. Turnaround time will be approximately 2-4 weeks (depending on the format). Rush service is available for an additional 15% (\$20 minimum).

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

**CHOOSE ONE:**

Chapters set at regular intervals (circle one):

3 minutes      5 minutes      10 minutes      15 minutes      Other (specify):

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.

<b><u>Tape #</u></b>	<b><u>Time</u></b>	<b><u>Chapter Name</u></b>	<b><u>Brief Description</u></b>
<i>Example: 1</i>	<i>10:17</i>	<i>Courtney 1st Birthday</i>	<i>baby holding a gift</i>

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

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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, film, videos and musical works to be used in the creation of your DVD. 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/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 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 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: \_\_\_\_\_

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

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

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**Pricing Worksheet**

ITEM	EA	Qty	Subtotal
<b>Videotape-to-DVD Transfer/Conversion Service</b> <b>(VHS, VHS-C, S-VHS, Digital8, 8mm, Hi8 and MiniDV formats)</b> 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		\$
<b>Videotape-to-DVD Transfer/Conversion Service</b> <b>(Betamax, Betacam SP, DV and DVCAM formats)</b> 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		\$
<b>OPTIONAL ADD-ONS</b>			
<b>Additional Source Tapes on Same DVD</b> Combine multiple tapes on a single DVD, number tapes in order desired	\$10.00		
<b>Additional Custom Chapters</b> Specify custom chapter details on page 2, use additional pages as needed.	\$5.00		
<b>Title Slides</b> Title slides are a solid color background with text. Use these slides to introduce chapters.	\$2.00		
<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.			