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[www.WeDigitizeMemories.com](http://www.WeDigitizeMemories.com)

## Video Transfer Work Order

Complete this form and mail it with your videotapes

Need by date if other than ASAP	We normally ship within 3 to 4 weeks after receipt of your order	Today's Date

← Please call if you need help completing this form

PLEASE PRINT LEGIBLY

Name, Address, Email, and Phone #
Email:
Phone:

Ship-to Address (if different)

QTY	PROJECT DESCRIPTION	RATE	AMOUNT
_____	<b>Digitize the following analog videotapes:</b>		
_____	<b>VHS videotapes</b>	Rate is based on each tape's length:	
_____	<b>VHS-C videotapes</b>	Qty: _____ 0-30 min tapes	All tape formats: \$9 each \$ _____
_____	<b>8mm videotapes</b>	_____ 30-60 min tapes	\$14 each \$ _____
_____	<b>MiniDV videotapes</b>	_____ 60-120 min tapes	\$19 each \$ _____
_____	<b>Betamax videotapes</b>	_____ 120+ min tapes	+ \$2/15 min \$ _____
	If sending 25 or more videotapes, subtract 20% per tape for a volume discount _____	Volume discount	less: _____
	A standard DVD can hold up to 2 hour of video. Tapes exceeding 2 hours require additional DVDs. Shorter tapes can be combined onto a single DVD to fill up the 2 hours. For example, four 30-min tapes can be combined onto one DVD. Be sure to clearly identify any desired tape groupings or sequence. Unless otherwise instructed, we will group tapes as we deem appropriate to produce as few DVDs as possible without splitting any tapes across multiple DVDs, and will use multi-disc cases for multi-disc projects. DVDs include at least one main title plus time-spaced index markers. Brief titles from additional grouped tapes may or may not be used.		
	<b>Merge Fee</b> .....For each additional tape onto single DVD..	\$3 each	\$ _____
	* Estimated number of initial DVDs in project (total # of 2 hr tapes or groupings, rounded up) = _____ *		
	<b>Assemble videos onto DVD(s)</b> .....Estimated DVDs x	\$11.00 per each initial DVD	\$ _____
	<b>DVD Main or Group Title:</b> (ie: Smith Family Videos from 1992 - 1996)		
	" _____ "		
	<b>DVD options (check one):</b>		
_____	1) Group tapes as deemed appropriate; use multi-disc cases to store all DVDs & one group title		
_____	2) Transfer each tape onto its own DVD & case; use each tape's main title on each case		
_____	3) See my special instructions (attached) _____		
	<b>Select DVD case cover insert style (place X in one box):</b>		
<input type="checkbox"/>	Standard: White paper with black lettering .....	n/c	
<input type="checkbox"/>	Premium Style A: Large photo on front - multi photos on back .....	\$35 per premium style	\$ _____
<input type="checkbox"/>	Premium Style B: Multi photos on front - lines on back .....		
_____	<b>Additional DVD copies</b> .....For single-disc projects:	\$19 / DVD	\$ _____
	(includes all of above selections) For multi-disc sets:	\$15 / DVD	
_____	<b>Copy unedited video files (.avi format) onto portable hard drive for archive</b>	\$70/500GB HDD	\$ _____
	Note: 2 hours of video = approx 25 GB of data Est GBs: _____	+ \$1 /GB copied	\$ _____

I authorize PC Projects LLC to possess and use my personal property to perform this service. I acknowledge that I own the copyrights or have permission from the owner to use these materials for this project. I understand this is only an estimate of the project cost. Final costs may be higher or lower. I agree to pay PC Projects LLC the full amount due upon completion of the project. I also agree that PC Projects LLC shall not be liable for any property damage or personal injury caused by or associated with this service.

Return Shipping: \$10 + \$3 x Est DVDs\*

Order subtotal

NYS Residents add Sales Tax

Payment is due upon completion of project and payable to PC Projects

TOTAL PROJECT ESTIMATE

Signed: \_\_\_\_\_

\$
\$
\$
\$