



Mail to: 2327 Camay Ln
 Jamestown, NY 14701
 (716) 499-6955
www.WeDigitizeMemories.com

Video Transfer Work Order

Complete this form and mail it along 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																								
_____	Digitally capture the following videos:																										
_____	VHS videotapes	_____	\$ _____																								
_____	VHS-C videotapes	_____	\$ _____																								
_____	8mm videotapes	_____	\$ _____																								
_____	MiniDV videotapes	_____	\$ _____																								
_____	Betamax videotapes	_____	\$ _____																								
_____	USB thumbdrive or DVD	_____	\$ _____																								
	<table border="0"> <tr> <td>Qty:</td> <td>Capture rate is based on each tape's length:</td> <td>All tape formats:</td> <td></td> </tr> <tr> <td>_____</td> <td>0-30 min tapes</td> <td>\$9 each</td> <td>\$ _____</td> </tr> <tr> <td>_____</td> <td>30-60 min tapes</td> <td>\$14 each</td> <td>\$ _____</td> </tr> <tr> <td>_____</td> <td>60-120 min tapes</td> <td>\$19 each</td> <td>\$ _____</td> </tr> <tr> <td>_____</td> <td>120+ min tapes</td> <td>+ \$2/15 min</td> <td>\$ _____</td> </tr> <tr> <td>_____</td> <td>n/a</td> <td>\$15 each</td> <td>\$ _____</td> </tr> </table>	Qty:	Capture rate is based on each tape's length:	All tape formats:		_____	0-30 min tapes	\$9 each	\$ _____	_____	30-60 min tapes	\$14 each	\$ _____	_____	60-120 min tapes	\$19 each	\$ _____	_____	120+ min tapes	+ \$2/15 min	\$ _____	_____	n/a	\$15 each	\$ _____		
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_____	n/a	\$15 each	\$ _____																								
	If sending 25 or more videotapes, subtract 20% per tape for a volume discount	Volume discount	less: _____																								
	<p>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.</p>																										
	Merge Fee	For each additional tape onto single DVD..	\$3 each \$ _____																								
	* Estimated number of DVD equivalents in project (total # of 2 hr tapes or groupings, rounded up) = _____ *																										
	Assemble videos for DVD(s) or Reformat for export	Estimated DVDs x	\$11.00 per each initial DVD \$ _____																								
	DVD Main or Group Title: _____	(ie: Smith Family Videos from 1992 - 1996)																									
	" _____ "																										
	DVD options (check one):																										
_____	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) _____																										
	Select DVD case cover insert style (place X in one box):																										
<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																										
	Additional Presentation Output (select desired number of each):																										
_____	DVD (or DVD sets, if multiple discs are required for project).....	\$15 per DVD**	\$ _____																								
_____	USB Flash Drive (8GB: \$20; 16GB: \$30; 32GB: \$40; 64GB: \$60)	price varies	\$ _____																								
	** If ordered with initial DVD. Prices increase if ordered later.																										
_____	Copy unedited video files (.avi format) onto portable hard drive for archive	\$75/500GB 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 written 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 project completion & within 30 days of invoice date. 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 + \$5 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: _____