

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

**Customer Info:** Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone Numbers: (day) \_\_\_\_\_ (evening) \_\_\_\_\_  
Email Address: \_\_\_\_\_

**Shipping Info:**  I'll pick up my order  Check if same address as above  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone Numbers: (day) \_\_\_\_\_ (evening) \_\_\_\_\_

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

- Standard completion turnaround** (approx. 2-4 weeks for most orders; large orders may take longer, email/call for an estimate.)  
 **Rush Orders** (turn around within 5 business days) will incur a 25% fee, pending availability.  
Requested Completion Date: \_\_\_\_\_

**Referrer (How Did You Hear About Shoebox Memories?)**

\_\_\_\_\_

**Sign Up for Our Mailing List** (for special announcements, coupons. Strictly for use by Shoebox Memories LLC)

Yes  No

**May We Use Your Order in Marketing Efforts?** Yes  No

**Acknowledgment**

I am entering into an agreement with Shoebox Memories LLC for the services rendered. I understand that full payment is due before delivery of the completed project. I am hereby confirming that I have permission to use all materials provided to Shoebox Memories LLC to be used in this project, including any photographs, slides, negatives, videos, musical works (as applicable) and accept responsibility for any copyright liability. I acknowledge that I have read and agree to the terms of the agreement as denoted in the *Order Agreement* (<http://bit.ly/1TgjCMk>).

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

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

Order:  DVDs only (\$50 setup)  AVI video files only (\$30 setup)  MP4 video files only (\$30 setup)

DVD Title:	
# of Film Reels:	Total # of Copies of the Final DVD:

**Title Slides Between Reels** (Optional, \$10 per title slide)

Yes (Specify details below)  No

**Background music** (Optional, \$50 per DVD, Generic/Provided by you)  Yes  No

**External Hard Drive for AVI / MP4 customers**

Digital video files (AVI and MP4) are very large. Please provide an external hard drive large enough to put the files on. (Note – we may need to format your drive, so save your data!) Alternatively, Shoebox Memories can purchase an external hard drive on your behalf.

Yes, buy one for me (\$80)  No, I will provide one for you to use (no additional cost)

**Chapters: (Please choose one)**

Chapters at set regular intervals. Included for no additional charge: (circle one)  
3 minutes    5 minutes    10 minutes    15 minutes    Other (specify): \_\_\_\_\_ minutes

OR

Custom chapters at specific times you define. Tell us where the chapters should be placed. The first chapter will always be at time 0:00. Each custom chapter is \$10 additional.

Tape #	Time	Chapter Name	Brief Description
1	10:17	Bestman Toast	Toast by man in glasses

**Special Notes or Instructions:** (use additional pages as needed)

---



---



---



---

ITEM	EA.	Qty.	Subtotal
<b>Film-to-DVD Transfer/Conversion Service</b> Film to DVD transfer/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. <input type="checkbox"/> AVI files requested.  <i>* External hard drive required for AVI files due to the large file size. Customer needs to provide the hard drive or purchase one from Shoebox Memories.</i>	\$50.00 setup fee per DVD		
<b>Film-to-AVI or MP4 Transfer/Conversion Service</b> Film to AVI or MP4 video files only (no DVD).  <i>* External hard drive required for AVI / MP4 conversions due to the large file size. Customer needs to provide the hard drive or purchase one from Shoebox Memories.</i>	\$30.00 setup fee		
<b>Film Reels: 8mm, Super 8 or 16mm formats</b>			
# of Reels	n/a		
Total length of film in feet (If known)	\$0.28 per foot		
<b>Optional Extras:</b>			
<b>Custom Chapters</b> Specify custom chapter details on page 2, use additional pages as needed.	\$10.00		
<b>Title Slides</b> Title slides are a solid color background with text. Use these slides to introduce chapters.	\$10.00		
<b>Background Music</b> We can use royalty free music or music of your choice as background for your "silent movies".	\$50.00 per DVD		
<b>External Hard Drive Purchased on Your Behalf</b> If requested (see page 2 of the order form) we will be happy to purchase an external hard drive on your behalf for your AVI video files. Typically a 1 TB (or larger) USB drive.	\$80		
<b>Copies of the DVD</b> One DVD and case is included with all orders. Volume discounts: 1-5 copies = \$15ea.; 6-10 = \$13ea.; 11-20 = \$10 ea.	\$15.00		
<b>Shipping &amp; Handling</b> We ship by FedEx. Cost varies by weight and distance, but is typically \$12-\$25.		<b>S &amp; H</b>	<b>\$</b>
<b>Rush Orders</b> Turn around within 5 business days will incur a 25% fee, pending availability.		<b>Rush Order (25%)</b>	<b>\$</b>
		<b>SUBTOTAL</b>	<b>\$</b>
<b>Sales Tax</b> Virginia residents and clients planning to "pick up" finished orders must add 6.0% VA sales tax		<b>Sales Tax</b>	<b>\$</b>
		<b>TOTAL ORDER</b>	<b>\$</b>
<b>* Minimum order size: \$100.00</b> <b>** Payment methods: Credit Card, PayPal, Checks or Cash</b>			