

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

**ORDER FOR:**

Videotape to DVD  Videotape to Digital Video File: AVI  or MP4

**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: \_\_\_\_\_

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

- Standard completion turnaround** (approx. 1-3 weeks for most orders; orders with more than 100 items may take longer, email/call for an estimate.)  
 **Rush Order** (+25% Rush Fee; \$50 minimum). Requested Completion Date: \_\_\_\_\_

**Referrer** (How did you hear about us?): \_\_\_\_\_

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

Yes  No

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

**Acknowledgment**

I am entering into an agreement with Shoebox Memories 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 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/shoebox-orderagreement>).

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

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

**Additional Info Required for Videotape to DVD orders:**

<b>DVD Title:</b>		
<b># of Tapes on this DVD:</b> <i>Multiple short videotapes may be combined</i>	<b>Total # of Copies of the Final DVD:</b>	<b>Background Music:</b> Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>In addition to your DVD, do you want a digital video file also (AVI format):</b> Yes <input type="checkbox"/> No <input type="checkbox"/> <i>No additional charge, but an External Hard Drive Required (customer or Shoebox Memories provided)</i>		

**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

**Title Slides:** Solid color background with text, typically used to introduce a tape or section. Please describe the text and where each should be placed. Each title is \$10 additional. (use additional pages as needed)

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

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<b>COMMON VIDEOTAPE FORMATS (VHS, VHS-C, S-VHS, Digital8, 8mm, Hi8, MiniDV formats)</b>	<b>EA.</b>	<b>Qty.</b>	<b>Subtotal</b>
<b>Videotape-to-Digital Video Service</b> Converts your videotape to either AVI or MP4 digital video formats. Suitable for editing on your computer or sharing. One file per videotape.	\$18.95		\$
<b>Videotape-to-DVD Transfer/Conversion Service</b> Videotape to DVD conversion. A customized, full-color DVD case and label are included; plus DVD chapters spaced at regular intervals. Up to 2 hours per DVD.	\$22.95		\$
<b>ADVANCED VIDEOTAPE FORMATS (Betamax, Betacam SP, DV and DVCAM formats)</b>	<b>EA.</b>	<b>Qty.</b>	<b>Subtotal</b>
<b>Videotape-to-Digital Video Service</b> Converts your videotape to either AVI or MP4 digital video formats. Suitable for editing on your computer or sharing. One file per videotape.	\$49.95		\$
<b>Videotape-to-DVD Transfer/Conversion Service</b> Videotape to DVD conversion. A customized, full-color DVD case and label are included; plus DVD chapters spaced at regular intervals. Up to 2 hours per DVD.	\$79.95		\$
<b>OPTIONAL</b>	<b>EA.</b>	<b>Qty.</b>	<b>Subtotal</b>
<b>Additional Video Source</b> Combine multiple short videotapes on a single DVD. Available for Common Tape Formats only.	\$12.50 per videotape		
<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 videotapes or sections of video.	\$10.00		
<b>Background Music</b> We can use royalty free music or music of your choice as background for your "silent movies".	\$25.00 per DVD		
<b>Copies of the DVD</b> One DVD and case is included with all orders. Volume Discounts: 1-5 copies = \$20ea; 6-10 = \$15ea; 11-20 = \$10ea	\$20.00		
<b>External USB Hard Drive 1 TB</b> Perfect for storing your digital video files.	\$80.00		
<b>Rush Service</b> Rush service is an additional 25% with a \$50 minimum.		<b>Rush Service Fee</b>	\$
<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>SUBTOTAL</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>TOTAL ORDER</b>	
<b>* Accepted payment methods: Credit Card, PayPal, Checks or Cash</b>			