

Customer Info: Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone Numbers: (Mobile) _____
 Ok to communicate via text
Email Address: _____

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

How Soon Do You Need Your Order Completed?

- Standard completion turnaround** (approx. 1-3 weeks for most orders; larger orders may take longer, email/call for an estimate.)
 Rush Orders (turn around within 3 business days) will incur a 25% fee, pending availability.

Requested Completion Date: _____

How Did You Hear About Shoebx Memories?

Please indicate any special requests here. If you need a service that's not listed – please ask us!

Order Agreement

Our Guarantee

Your satisfaction is completely guaranteed. If there is a problem with your order due to our mistake, we will make every reasonable effort to resolve the issue. In the event we are unable to do so, we will refund your money minus the cost of shipping and handling incurred. Please contact us to obtain a Return Authorization #.

Damage Liability

Shoebox Memories LLC 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, videos and musical works to be used in the creation of your order. Shoebox Memories LLC 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.

Further, copyright law prohibits unauthorized duplication and distribution of the DVD slide shows created by Shoebox Memories LLC without its expressed permission.

Privacy Promise

Shoebox Memories LLC promises that we will never intentionally sell, rent, lease, or otherwise disclose your contact information to any third-party organizations for their use. Your contact information will only be used by Shoebox Memories LLC, and only for Shoebox Memories LLC marketing and communications. Shoebox Memories LLC uses third-party service providers for some operational requirements but will make every reasonable effort to protect your information as we would our own.

Payment Agreement

Payment is due to Shoebox Memories LLC upon notification of project completion to the client. If Shoebox Memories LLC does not receive full payment within 14 days of the notification date, the client agrees to pay a late payment fee of 5% for each full/partial week of delinquency until the payment is made in full.

In the event of a returned personal check, the client agrees to pay a \$50 fee plus the total order amount. Payment will be due immediately in the form of credit card payment or cash only.

Should this account be referred to an attorney for collection, the client agrees to pay reasonable attorney fees and costs.

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 full 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.

Signature: _____ Date: _____

Print Name: _____

SCANNING SERVICE	Unit	Qty.	Subtotal
Film Negative / 35mm Slide Scanning Services Scan to <input type="checkbox"/> JPG or <input type="checkbox"/> TIF, 4000 dpi resolution, cropping, Digital ICE, photo adjustments.	\$1.25		\$
Photo Scanning Services Scan to <input type="checkbox"/> JPG or <input type="checkbox"/> TIF, cropping, 800 dpi resolution, photo adjustments.	\$1.25		\$
<input type="checkbox"/> Download (Default) <input type="checkbox"/> USB (+\$15 each) <input type="checkbox"/> External hard drive (+\$80 each)			\$
TAPE TRANSFER/CONVERSION SERVICE	Unit	Qty.	Subtotal
Common Tape Formats (VHS, VHS-C, S-VHS, Digital8, 8mm, Hi8, MiniDV formats)			
Videotape-to-Digital Video Service Converts your videotape to either AVI or MP4 digital video formats. Suitable for editing on your computer or sharing. One file per videotape.	\$20.00		\$
MP4 - <input type="checkbox"/> Download (Default) <input type="checkbox"/> USB (+\$15 each)			\$
AVI - <input type="checkbox"/> External hard drive required (+\$80 each)			\$
FILM TRANSFER/CONVERSION SERVICE	Unit	Qty.	Subtotal
Film Reels: 8mm, Super 8 or 16mm formats	\$50.00 set up fee plus \$0.35 per foot		\$
<ul style="list-style-type: none"> • 3" reel = 50 feet = ~ 3 min of video # of 3" Reels _____ • 5" reel = 200 feet = ~12 min of video # of 5" Reels _____ • 7" reel = 400 feet = ~24 min of video # of 7" Reels _____ 			\$
Film-to-Digital Transfer/Conversion Service Convert to AVI or MP4 video files.			
MP4 - <input type="checkbox"/> Download (Default) <input type="checkbox"/> USB (+\$15 each)			\$
AVI - <input type="checkbox"/> External hard drive required (+\$80 each)			\$
VIDEO-TO-DVD SERVICE	Unit	Qty.	Subtotal
Create a DVD with customized, full-color DVD case and label; DVD chapters spaced at regular intervals (optional). Up to 2 hours per DVD.	\$25.00		\$
Combine multiple videos onto the same DVD for cost savings! Up to 2 hours per DVD. Additional source videos are at \$15 each.	\$15.00		\$
SLIDESHOW	Unit	Qty.	Subtotal
Custom slideshow of photos with music. Slideshow includes: <ul style="list-style-type: none"> • 50 photos (include scanning if needed) • Music to accompany the slide show • Two Title Slides (Beginning and Ending) • Pan-Scan-Zoom Motion Effect • Slide show will be delivered as MP4 video file (Download) • Additional photos/captions/chapters/title slides can be added for a fee. 	\$199.00	1	\$ 199.00



25864 Flintonbridge Drive, South Riding, VA 20152
 (703) 626-1228 · <http://www.shoeboxmemories.net>

Order Form

EXTRA ADD-ONS					
Album or Airquipt Service Charge - Remove photos from photo frames, or slides from metal frames in order to be scanned.	\$0.25				\$
Additional Photos in the Slide Show (customer provides digital files)	\$1.00				\$
Custom Title Slides/Chapters - Use to introduce sections	\$10.00				\$
Captions – Add captions to photos to describe the moment or remind you of the details.	\$0.25				\$
Video Segment - Add a short video clip (MPEG, AVI, MOV, QT or DV)	\$20.00				\$
Custom Work (minimum 1 hour) – Hourly Rate: \$50	\$50.00				\$
External Hard Drive – Typically 2 TB. Perfect for storing your digital files.	\$80.00				\$
DVD to Digital Files	\$15.00				\$
Additional DVD Copies	\$15.00				\$
Additional USB Copies	\$15.00				\$
Shipping & Handling - We ship by USPS Priority Mail. Cost varies by weight and distance. Minimum \$10.00.				S & H	\$
Rush Orders - Turnaround within 3 business days will incur a 25% fee, pending availability.				Rush Fee	\$
Notes				SUBTOTAL	\$
				Sales Tax	\$
				TOTAL ORDER	\$
<p>* Minimum order size: \$30.00 (Scanning); \$100 (Film transfer/conversion)</p> <p>** Payment methods: Credit Cards, Checks or Cash</p>					