

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. 1-3 weeks for most orders; orders with more than 100 items 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: \_\_\_\_\_

**How Did You Hear About Shoebox Memories?** \_\_\_\_\_

**Sign Up for Our Mailing List** (for special announcements & discounts. 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: \_\_\_\_\_

**Desired Media:** (Choose one)  MP4 Video on USB Flash Drive (Default)  DVD (Optional)

**Total # of Copies:** (Including the one default copy which comes with the order) \_\_\_\_\_

**Slide Show Title:** \_\_\_\_\_

**DVD Case:** (Only applicable if DVD is chosen above) (Use additional paper as needed)

FRONT Cover:	BACK Cover:	Inside DVD Label:
Photo # (Optional) _____ (Default Design: A collage of the photos)	Photo # (Optional) _____ (Default Design: A collage of the photos)	Photo # (Optional) _____ (Default Design: A collage of the photos)
Additional Text on the Front (optional):	Additional Text on the Back (optional):	Additional Text on the DVD Label (optional):

**NOTE:** The graphics below are for illustration purposes only, and not necessarily representative of the final product.



**Color Preferences:** (if no preference, leave blank) \_\_\_\_\_

**Slide Show Theme:** (if applicable) \_\_\_\_\_

(Vacation-Travel; Birthday-Cowboys; Anniversaries-50<sup>th</sup>, etc.)

**Target Length of the Slide Show (if known):** \_\_\_\_\_ min.

**Title Slides:** (Use additional paper as needed)

Title slides let you show a brief description for a part of the slide show. They can be used to denote a new group of photos. Every slide show includes at least 2 title slides in the base cost. Additional title slides may be added for \$10 each.

Insert Title Slide Before Photo #	Title Slide Text
1	Rehearsal Dinner at Anthony's Restaurant – Sept 4, 2011

**Background Music:** (Use additional paper as needed)

Background music sets the tone and mood of your slide show. Please indicate the music you want to use and where in the slide show. If you would like a song played in its entirety, please note it below. A general rule of thumb is to provide roughly 6 seconds per slide, which is roughly 10 photos per minute of song. We will adjust the music to fit. There are no per-song fees.

Be sure to provide the music you wish to use with your order. Music may be provided on CD or in MP3 formats.

Due to copyright laws, Shoebox Memories cannot provide you with the music outside of our royalty-free music collection. For your convenience, we have a list of suggested songs on our website and provide links on where you may purchase MP3s for most songs. Please visit our website – <http://www.shoeboxmemories.net/dvd-slide-show-song-and-music-suggestions.html>

Check here if you prefer to use royalty free music (no additional charge). We will select music that is suitable for your slide show.

Album / Artist	Song Title / Track #	Music Starts with Photo #	Music Ends with Photo #	Play Entire Song?
James Taylor	You've Got a Friend / Track 6	11	35	Yes

**Photo Captions:** (Use additional paper as needed)

A caption is a small amount of text which overlays the photo. Captions can be a description of an event, a date, or even a witty comment. Captions can also help you remember what your photo was about years from now. No captions come with the slide show. Captions may be added for \$0.25 each.

Photo #	Photo Caption
17	Here comes the bride...

**Video Segments:** *(Use additional paper as needed)*

Video segments let you include short video clips in your slide show. Let us know what the video clip is and where it should be inserted. Also let us know if you do not want the original audio to be used. Video segments are \$20 each and include any setup and conversion costs, as well as minor editing.

**Accepted Source Video Formats:** We currently accept video in the following formats:

Tape/Disc Formats: VHS VHS-C Digital8 8mm Hi8 MiniDV DVD VCD SVCD  
Digital File Formats: MPEG AVI MOV QT DV

Tape/File/Disc Name	Video Clip Start Point (hh:mm:ss)	Video Clip Stop Point (hh:mm:ss)	Insert Clip After Photo #	Insert Clip Before Photo #
<i>Tape – Our Hawaiian Vacation</i>	<i>00:19:31</i>	<i>00:20:22</i>	<i>15</i>	<i>16</i>

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

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ITEM	EA.	Qty.	Subtotal
<b>Slide Show</b> Custom slide show of photos with music. Slide show includes: <ul style="list-style-type: none"> <li>• 50 photos (including scanning if needed)</li> <li>• Music to accompany the slide show</li> <li>• Two Title Slides (Beginning and Ending)</li> <li>• Pan-Scan-Zoom Motion Effect (for the first 50 photos)</li> <li>• Slide show will be provided on a USB drive and/or download as MP4 video file</li> </ul>	\$199.00	1	\$ 199.00
<b>OPTIONAL ADD-Ons</b>			
<b>Additional Photos in the Slide Show</b> (Scanning not included)	\$1.50		
<b>Additional Photo Scanning</b> (Premium 800 dpi)	\$1.00		
<b>Album or Airquipt Service Charge</b> If we need to remove photos from an album or slides from metal frames, there is an additional per affected photo/slide service charge.	\$0.25		
<b>Additional Title Slides</b> Title slides are a slide with primarily text on it. Use these slides to introduce sections, or open and close the slide show.	\$10.00		
<b>Captions</b> Add a caption to the photo to describe the moment or remind you of the details.	\$0.25		
<b>Video Segment</b> Add a short video clip (in digital file format: MPEG, AVI, MOV, QT or DV) to your slide show.	\$20.00		
<b>Additional DVD Copies</b> Share a copy of the slide show with your friends and family. Volume Discounts: 1-5 copies = \$15 ea.; 6-10 copies = \$13 ea.; 11-20 copies = \$10 ea.	\$15.00		
<b>Additional USB Copies</b> Share a copy of the slide show with your friends and family. Volume Discounts: 1-5 copies = \$10 ea.; 6-10 copies = \$9 ea.; 11-20 copies = \$8 ea.	\$10.00		
<b>Shipping &amp; Handling</b> We ship by FedEx. Cost varies by speed, weight and distance, but is typically \$12 - \$30.		<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 Orders (25%)</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: \$199.00</b>			
<b>** Payment methods: Credit Card, PayPal, Checks or Cash</b>			