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[WeDigitizeMemories.com](http://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
_____	<b>Digitally capture the following:</b>		
_____	VHS videotapes	Capture rate is based on each tape's length:	
_____	VHS-C videotapes	0-30 min tapes	All tape formats: \$10 each
_____	8mm videotapes	30-60 min tapes	\$15 each
_____	MiniDV videotapes	60-120 min tapes	\$20 each
_____	Betamax videotapes	120+ min tapes	+ \$2/15 min
_____	USB thumbdrive or DVD	USB or DVD	\$15 each
_____	If sending 25 or more videotapes, subtract 15% per tape for a volume discount	Volume discount	less: _____
_____	Check box to skip all recorded TV programs ... <input type="checkbox"/>		
_____	<b>Add title &amp; assemble video into presentation for DVD or export</b>		
_____	Estimated number of DVD equivalents in project = total # of 2 hr tapes or groupings, rounded up.	Estimated Number of DVDs x \$20.00	\$ _____
_____	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.		
_____	<b>Main or Group Title:</b> _____ (ie: Smith Family Videos from 1992 - 1996)		
_____	<b>Merge Fee</b> ....For each additional tape merged onto single DVD or presentation..	\$4 each	\$ _____
_____	<b>DVD options (check one):</b>		
_____	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) _____		
_____	<b>Select DVD case cover insert style (place X in one box):</b>		
<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	\$40 per premium style	\$ _____
<input type="checkbox"/>	Premium Style B: Multi photos on front - lines on back		
_____	<b>Reformat individual videos or DVD assembly for export to other devices</b>		
_____	DVD assembly or	0-30 min videos \$10 each	\$ _____
_____		30-60 min videos \$14 each	\$ _____
_____		60-120 min videos \$18 each	\$ _____
_____	<b>Additional Presentation Output (select desired number of each):**</b>		
_____	DVD (or DVD sets, if multiple discs are required for project).....	\$19 per Disc**	\$ _____
_____	USB Flash Drive (8GB: \$20; 16GB: \$30; 32GB: \$40; 64GB: \$60; 128GB: \$95; 256GB: \$130) ...	price varies	\$ _____
_____	Upload file(s) to a single, client specified online service.....	\$20 + \$5/GB	\$ _____
_____	** If ordered with initial DVD. Prices higher for premium cases and separate orders later		
_____	<b>Copy unedited video files (.avi format) onto portable hard drive for archive</b>	\$99 /1TB HDD	\$ _____
_____	Note: 2 hours of video = approx 25 GB of data Est GBs: _____	+ 50c /GB copied	\$ _____

I authorize PC Projects LLC to possess and use my personal property to perform this service. Return Shipping: \$15.00 (or more) \$

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. Order subtotal \$

I agree to all PC Projects LLC Policies, Terms, and Conditions, and to pay the full amount due upon project completion & within 30 days of invoice date. I also agree that PC Projects LLC and associates shall not be liable for any property damage or personal injury caused by or associated with this service. NYS Sales Tax \$

Payment is due upon completion of project and payable to PC Projects

Signed: \_\_\_\_\_ TOTAL PROJECT ESTIMATE \$