

## Media Transfer Form and Service Agreement

For customers that plan to use PayPal®, the account's mailing and e-mail address must be provided in order for us to bill it.

Name(s):		<input type="checkbox"/> Check here if you are using PayPal®
Address:		E-mail address and best time to contact:
City, State and Zip:		
Phone number(s):		

Select desired services, then total up their estimated amounts. Please use separate order forms for multiple projects.

**Image DVD** - \$30.00 for the first 100, then 30¢ per scanned/15¢ per digital camera image for up to 700 with 30 soundtracks and a custom menu. Send photos up to 8" x 10", 35mm slides, scanned or digital camera images and soundtracks on CD (MP3, WAV and WMA are supported). Place and number all items in a chronological or desired order of play. If you scan the photos and slides yourself, save them to disc as high resolution bitmap images in a 001 to 800 numbering sequence. Figure on 1 song per every 20 to 30 images.

**Video DVD** - \$20.00 per project for up to 2 hrs. with soundtracks and a custom menu  
 **Video converted** to streaming Windows Media® - \$20.00 for up to  30 mins. on CD or  2 hrs. on DVD  
 Specify web server's amount of time allowed per video (i.e., up to 10 mins., etc.):  
 For all video jobs, send NTSC VHS, VHS-C, DVC and MiniDV tapes labeled in a chronological or desired order of play.

List the amount of items being sent: \_\_\_\_\_ photos \_\_\_\_\_ slides \_\_\_\_\_ images on CD \_\_\_\_\_ video tapes \_\_\_\_\_ audio CDs

\_\_\_\_\_ extra DVDs as gifts, etc. - \$10.00 per disc (includes amaray case with its cover and disc graphics)

Shipments are returned by USPS Priority Flat Rate box or envelope with confirmation and received within 3 days, including Saturdays. Add the following S&H: The boxes cost \$9.30 each and can contain up to a dozen DVDs. Envelopes cost \$4.30 each and contain a single DVD. Separate shipping may occur. Use any choice of carrier at residential rates for shipping items to us.

Make checks and money orders payable to Memories on Disc

Estimate in U.S. dollars:

\$

Use the space below to write down any details, titles, dates, etc. for the video(s). Also include text for the case cover and DVD:

Indicate the following for your DVD:  Motion menu from images or video clips  Still menu from an image  Auto run with no menu  
 Label images to be used or list video clips for menu choices. The same will also be used for DVD's graphics, unless otherwise noted:

## Media Transfer Service Agreement

1. This constitutes an order for enhancement and transfer services to be performed by Memories on Disc (hereafter called THE COMPANY). It is understood that any and all sample prints and video(s) remain the property of THE COMPANY and that they may be used for advertising, display, competition or any other purpose thought proper by THE COMPANY. Furthermore, THE CLIENT warrants that the material being presented for copying is not, to his/her knowledge, protected by copyright owned by another, or that if the material is protected, permission of the copyright owner to copy it has been obtained.
2. THE COMPANY takes the utmost care with respect to handling the material for copying. However, in the unlikely event that the material should be damaged for reasons within or beyond THE COMPANY 's control, THE COMPANY 's liability is limited to the replacement cost of a non-exposed roll of film, blank video tape and media of similar size.
3. Photos and slides are cropped to their closest, usable edges, then enhanced as best as possible with the removal of red eye, marks, etc., retouching and color corrections. THE COMPANY will make every effort to give THE CLIENT the best audio and video transfer possible, but makes no guarantee either expressed or implied, in regard to the quality of audio/video recordings that are subjective and influenced by many factors beyond the complete control of THE COMPANY, especially from older video tapes. It is also understood that THE CLIENT is hiring THE COMPANY for their technical and artistic expertise and, therefore, THE COMPANY reserves the right to edit the material as they see fit and does not guarantee that everyone will be included in the final edited video(s).
4. Requests for changes to the final edited video(s) will be subject to an additional re-editing fee, 1/3 in cost of original order's price(s), unless an obvious mistake was made by THE COMPANY. In which case, THE COMPANY will gladly re-edit the video(s) at no additional charge to THE CLIENT, provided that the original order is returned within 30 days of receipt.
5. Upon signature, CLIENT acknowledges and agrees that THE COMPANY shall not be liable for any loss or damage, direct, consequential or incidental arising out of shipping the material for copying and/or final video(s). Any payments resulting in charges from non-sufficient funds are subject to additional bank fees. Completion times vary depending on projects.
6. The TOTAL ESTIMATED PRICE for services is \$ \_\_\_\_\_ and due upon execution of this Agreement. Any other fees shall be paid in full upon completion of the project.
7. For DVD graphics, THE CLIENT has a choice of supplying images, which is the best option, or having captured video stills used.
8. The Contracting Party grants THE COMPANY the unrestricted right to copyright, use and publish videos and/or photographs of the Contracting Party for commercial, promotion, competition or other purposes without compensation or liability to the contracting party. Web video(s) shall comply with the server's terms and be uploaded by THE CLIENT.
9. The DVDs are NTSC compliant and play in most, if not all, set top players or PC DVD-ROMs. They can be viewed on regular 4:3 aspect ratio TV sets, as well as 16:9 widescreen and HDTVs in high quality picture, supporting Dolby® Digital decoding or PCM stereo.
10. I, the undersigned, acknowledge that I have read, understand and agree with the terms of this Media Transfer Service Agreement.

Contracting Party's Signature: \_\_\_\_\_

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