







Media Services

### DIGITAL TRANSFER SERVICES ORDER FORM

## 1 INFORMATION

LAST NAME	FIRST NAME
DAYTIME PHONE (REQUIRED) (    )    -	E-MAIL ADDRESS

## 2 INPUT - TYPE OF MEDIA SUBMITTED (Choose only one input type per order)

 <p><b>VIDEOTAPE</b></p> <p># OF TAPES</p> <input style="width:100%; height: 20px;" type="text"/> <p>VHS, 8mm, mini-DV</p> <p>up to a total of 2 hours in length</p>	 <p><b>MOVIE FILM</b></p> <p># OF REELS</p> <input style="width:100%; height: 20px;" type="text"/> <p>8mm Super 8mm 3" reel = 50' film 5" reel = 200' film 7" reel = 400' film <i>Please number reels in viewing order</i></p>	 <p><b>SLIDES</b></p> <p># OF SLIDES</p> <input style="width:100%; height: 20px;" type="text"/> <p>Maximum of 1,000 slides per order (35mm only) <i>Please number slides in viewing order</i></p>	 <p><b>PRINTS</b></p> <p># OF PRINTS</p> <input style="width:100%; height: 20px;" type="text"/> <p>Maximum of 1,000 prints per order (2" x 2" up to 8" x 10") <i>Please number prints in viewing order.</i></p>
<div style="display: flex; align-items: center;"> <div style="background-color: black; color: white; padding: 5px; font-weight: bold; margin-right: 10px;">             Maximum Per Order           </div> <div> <p>Orders that exceed maximum input will be split into smaller orders and priced appropriately.</p> <p>Videotape to DVD - maximum 2 tapes with combined length of 2 hours</p> <p>Movie Film - maximum 1600' of 8mm and Super8 or 3200' of 16mm per order</p> <p>Slides or Prints - maximum 1000 slides or 1000 prints per order</p> </div> </div>			

## 3 TITLE (Will appear on DVD/VHS label and case; up to 35 characters per line)

Please print clearly.

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## 4 MUSIC (Film, slides and prints to DVD only)

Choose one of the following. If no box is checked, no music will be added.

<input type="checkbox"/> Original Audio Only	<input type="checkbox"/> Winter Holiday
<input type="checkbox"/> Rock & Roll	<input type="checkbox"/> Country Western
<input type="checkbox"/> Smooth Jazz	<input type="checkbox"/> Classical

## 5 OUTPUT - TYPE OF MEDIA ORDERED

 <p><b>DVD</b></p> <ul style="list-style-type: none"> <li>▶ Chapters</li> <li>▶ Visual Menu</li> <li>▶ Music</li> <li>▶ Lasts a Lifetime</li> </ul> <p># OF DVD</p> <input style="width:100%; height: 20px;" type="text"/>	 <p><b>VHS</b></p> <ul style="list-style-type: none"> <li>▶ Transfer to VHS Videotape</li> <li>▶ Standard Format (NTSC)</li> </ul> <p># OF VHS VIDEOTAPES</p> <input style="width:100%; height: 20px;" type="text"/>
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## 6 SPECIAL INSTRUCTIONS

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