

A Video & Image Co.

SHIP TO: 12 E. NORTHWEST HWY. ARLINGTON HEIGHTS, IL 60004

Phone: 847-577-0055

NAME: _____ TODAYS DATE: ____ / ____ / ____

ADDRESS: _____

PHONE: (Home) _____ (Cell) _____ (Work) _____

EMAIL: _____

*All quantities and prices below are considered estimates until A Video & Image verifies package contents and emails final price quote for customer approval.

SLIDE PRESERVATION	<input type="checkbox"/> Normal Resolution (3000dpi/3.6MP)	Est. Quantity: _____
	<input type="checkbox"/> High Resolution (4200dpi/12MP) <input type="checkbox"/> Upload images to "My Online Library" (No Charge)	
PHOTO PRESERVATION	<input type="checkbox"/> Normal Resolution (300dpi)	Est. Quantity: _____
	<input type="checkbox"/> High Resolution (600dpi) <input type="checkbox"/> Upload images to "My Online Library" (No Charge)	
VIDEO TAPE TRANSFER	Original Format:	Quantity Sent
	VHS:	
	VHSC:	
	Hi 8/Video 8/Digital 8:	
	Mini-DV:	
	DVD:	
	Transfer To: <input type="checkbox"/> Hard Drive <input type="checkbox"/> DVD	
	CD:	
	Betamax/Other Format	
		PRICE: \$ _____ each
FILM TRANSFER	Original Format:	Number of Reels
	<input type="checkbox"/> Regular 8mm	
	<input type="checkbox"/> Super 8mm	
	<input type="checkbox"/> 16mm	
	Total # Reels:	
	Price/Foot: _____	
	Est. Total Feet: _____	
	<input type="checkbox"/> Check for SOUND FILM (add \$0.10/ft)	
DUPLICATION INSTRUCTIONS	Total # of extra copies: _____ X \$5.00 per disk	
	*Please clearly mark each original with a post-it note and the total copies desired.	
OTHER INSTRUCTIONS		

Disclaimer: By depositing film or other material with A Video & Image Co. customer acknowledges & agrees that A Video & Image Co.'s liability for any loss, damage, or delay to film or other materials during the processing service will be limited to the replacement cost of a non-exposed roll of film and or a blank cassette of similar size. Except for such replacement, A Video & Image Co. shall not be liable for any loss or damage, consequential, or incidental, arising out of customers use of A Video & Image Co. **With regards to film transfer** the order in which the reels appear on the DVD will be determined by A Video & Image Co. **unless you** the customer provide us with a clearly numbered order at the time of drop off. Some cropping of the onscreen image will occur unless otherwise requested by the customer. **Clarity and/or Brightness** are "as is" and cannot be adjusted under normal transfer conditions. A DVD Player more than a few year old may not have the PROGRESSIVE SCAN technology, causing a freezing or pixilation of the image, even though other DVD's play fine. **No orders received via mail will be started until written customer approval has been given on final pricing via email. FINALLY customer verifies that all material given to A Video & Image Co. to duplicate or use in a video production have the proper copyright releases.**

Please Sign: _____

Sub Total: _____

Discount: _____

Return UPS: _____

Bal. Due: _____

TOTAL \$ _____

*Return shipping charges will be waived for orders over over \$200.00. (Applies to UPS Standard Ground rates ONLY)



Mail Order Instructions for Media Transfer Services at A Video & Image Co.

- 1) First off, thank you for choosing A Video & Image Co. We promise to treat your family memories as if they were our own. To get started please print out these forms and fill them in to the best of your ability focusing first and foremost on the quantity of each item contained in your shipping box.
- 2) Use soft packaging materials to protect the contents of your box. We are not responsible for any damages incurred during shipping.
- 3) Once your box is received it will be opened, counted and your total estimated cost will be determined by one of our staff.
- 4) Next you will receive an email with the total estimated cost for your project and a request for payment. Once we have received payment we will begin transferring your memories.
- 5) When your project is finished we will notify you via email or phone if there are any overages not accounted for in the total estimated cost. (Overages generally occur with VHS tapes recorded in an extended play format and with large slide and photo orders)
- 6) Once the balance has been taken care of we will ship everything back to you. This includes the originals plus the new DVD copies. If there are no overages, we will simply ship everything back to you once we are done with the transfer process.
- 7) You will receive an email confirming your box is on its way via UPS Ground with a corresponding tracking number.

Shipping: We use UPS Ground but you can choose any package carrier to ship to our address.

Ship To: A Video & Image Co.

12 E. Northwest Hwy
Arlington Heights, IL 60004

Other Special Requests or Instructions:
