

Film Transfer Order Form

Please submit this order form along with film reels numbered in the order you would like them to appear.

How to submit this form: Type directly in this form, save, and print - or - print the form and handwrite the information in the specified boxes.

Customer Name:

Mailing Address:

City: State: Zip:

Day Phone: Alternate Phone:

Is this a surprise for anyone who might answer any of the above phone numbers? Y N

If so, please list names of people we should not discuss the order with:

Requested completion date (Standard turn around is two weeks from receipt of all materials):

How do you want the videotape/DVD title to read?

Transferred From:

Number of 3 inch (50 ft) reels x \$9.95 ea

Number of full 5 inch (200 ft) reels x \$29.95 ea

Number of full 7 inch (400 ft) reels x \$59.95 ea

Estimate of number of feet in partially filled reels x \$.15/foot

Minimum Charge

If total transfer charges are less than \$50.00, then \$50.00 minimum transfer charge applies.

Ok to combine 3 inch reels onto 5 or 7 inch reels? (see below) Y N

It is recommended that 3 inch reels be combined onto larger reels as there is an increased chance of damaging the original film if reels are left uncombined. Once spliced together, the film only needs to be fed into a projector once, which is when damage is most likely to occur. Storage is also easier with fewer numbers of small reels. If you prefer not to combine reels, there is a service charge of \$2.00 per 3 inch reel.

Number of 3 inch reels that you do not want combined onto larger reels x \$2.00 ea

Number of additional titles x \$5.00 ea (see below)

1 free title for every 200 feet of film.

Please include a typed list of titles you would like and clearly identify what reels of film the titles should go between.

Sound options (see below): No sound Projector sound Generic music

If you desire to add custom music and several titles, it is recommended that you see the further editing section at the bottom of this form for best results.

Headquarters: 1287 Hammerwood Avenue, Sunnyvale, CA 94089 • Fax: 408.720.0282

Transferred to:

First Basic DVD \$49.95

First Deluxe DVD \$79.99

Each Additional DVD x \$29.95

Number of custom chapter marks (see below) added to basic DVD x \$5.00 ea

If requesting custom chapter marks, a DVD Chapter Marks form needs to accompany this order.

Miscellaneous charges (see below)

Please call if you believe you have special needs which may require additional charges and explain below:

Other formats such as VHS, miniDV, Hi 8, Beta, etc. can be ordered at additional cost. Please call for a quote.

Further Editing Options:

Infinity Productions would be happy to help you to further package your video by adding custom music, photos or slides, and additional titling, or simply to condense the footage to a more viewable final product. If you think you may be interested in this additional editing, Infinity can provide you with one VHS copy which is time-coded in the bottom right corner of the entire production. You will need these time-codes to fill out the video edit instruction sheet so that Infinity will know where to make the necessary additions and or changes. Infinity will also retain an identical time-coded digital copy of the production for editing purposes. Infinity Productions will retain the digital copy for up to 1 year. If we have not heard from you within that year, we have the option to discard the tape we are holding on file, as it is understood that you will not be doing any further editing on your project. We will attempt to notify you before destroying the digital copy. To receive a time-coded copy and have Infinity hold a digital copy costs \$35.00 per project.

Future editing option capability \$35.00 (see left)

Sub Total:

California Tax (8.25%)

Total:

..... **Shipping:**

Standard (see below): \$9.95

UPS Ground or Certified US Mail

2-Day Fedex: \$19.95

Additional Shipping Charges (see below):

Additional shipping charges may apply based on the size and weight of the materials submitted, requested turnaround time, and the number of copies ordered. If you believe that additional charges will apply, please specify details below.

Grand Total:

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Payment Options (*Full payment due at time of project submission*):

Check (*include with this order form*) **Money Order** (*include with this order form*) **Visa/Master Card/American Express**

Credit Card Number:

Expiration Date:

Please read the following carefully and sign below:

The film, photos and/or other materials submitted to us on this order are my personal property and I acknowledge and agree that Infinity Productions' or its agents' liability for any loss, damage or delay to said material during the requested service will be limited to the replacement cost of a non-exposed roll of film or replacement cost of a CD or cassette. Except for such replacement, Infinity Productions or its agents shall not be liable for any other loss or damage, direct, consequential or incidental arising out of customer's use of Infinity Productions services.

The undersigned hereby warrants that the photos, slides, film or video materials being presented to Infinity Productions or its agents for transfer are not to his/her knowledge protected by copyrights owned by another, or that if the material is protected the undersigned has obtained the permission of the copyright owner to make or have Infinity Productions make copies of the material, and that such permission is in written form and in the possession of the undersigned. The undersigned hereby warrants that this order is to be used exclusively for private home use and will not be commercially distributed. The undersigned will hold Infinity Productions harmless for any judgement costs, legal fees, or other expenses that might arise by the reason of any infringement of copyright related to this order.

Transfer Guaranteed. Limited to re-do only. No refunds.

Undersigned agrees to pay amount due in full.

Signature:

Date:

