



## Digital Camcorder Conversion Order Form

If submitting Mini DVDs, complete pages 1 and 2. If submitting memory cards or a hard drive camcorder, complete pages 1 and 3. Note that digital photos are not included in this service. Standard-definition (SD) video only; do not send any high-definition (HD) files or cameras. Instructions for this order form can be found on the Video Conversion – How to Order page at [www.timelessdvd.com](http://www.timelessdvd.com).

1. Fill out this form as fully as possible. Please print. One camcorder make/model per order form.

Indicate on separate paper if you need options such as a main menu song, title screens, or replacement music on your DVD(s).

2. Package your discs, memory card, or hard drive camcorder securely in a box or envelope, using bubble wrap or other padding.

3. Ship package with order form to us (and payment, if applicable), or contact us if you are interested in pickup or drop-off options.

4. Payment due before work begins. If an estimate is required, we will create a customized invoice for your project. If a specific completion date is expected or required, you must communicate it. Otherwise, orders are handled on a “first come, first served” basis.

Name		
Address		
City	State	Zip
<small>Address will be used to ship your project</small>		<small>US addresses only</small>
Phone	E-mail	

Manufacturer and Model # of DVD player (we guarantee compatibility with listed players):

### CAMCORDER INFORMATION

**MANUFACTURER AND MODEL # OF CAMCORDER** *(required)*

e.g., JVC GZ-MS120, Panasonic SDR-H80, Sony DCR-SX40

**RECORDING FORMAT:**  Mini DVD  Flash Memory Card  Internal Hard Drive

Check all that apply. If your camcorder contains any videos in its internal memory, the camcorder must be provided with order.

**ASPECT RATIO IN VIDEOS:**  16:9 (widescreen)  4:3 (full screen)  Both 16:9 and 4:3  Don't Know

### DVD DESIGN

Available DVD Design templates and DVD cases can be viewed on the DVD Design page at [www.timelessdvd.com](http://www.timelessdvd.com).

**DVD Design Template:** \_\_\_\_\_  OR mark circle if you prefer we choose a design

Please include your photo(s) if required by template design

**DVD Case Preference:** \_\_\_\_\_ **Color Preferences:** \_\_\_\_\_

Black case is provided if no preference given.

If your template includes a photo, the colors in the DVD design will match it

**DVD Disc Preference:**  Glossy WaterShield Finish  Traditional Matte Finish

**Titles for Each DVD:**  Use information provided with order (e.g., labels on Mini DVDs, enclosed title list)  
 Use date ranges for the videos on each DVD (from dates embedded in video by camcorder)  
 Customer plans to write new titles (*Timeless DVD will provide a list of DVDs with files' dates with estimate*)

**Primary DVD Title** *(optional)*: \_\_\_\_\_

A Primary DVD Title is a line of text that appears on ALL of your finished DVDs, such as “Smith Family Videos.”

If included, each DVD will have this primary title as well as its own content title (e.g., “Smith Family Videos – January 2006 to May 2007”)

## MINI DVD ORDER FORM

*Only submit this page if your project includes Mini DVD discs.*

Mini DVDs can be copied to full-size DVDs either as exact duplicates or by combining multiple Mini DVDs to one DVD. Please indicate your preference:

- OPTION A: Copy each Mini DVD to one full-size DVD.** Multiple Mini DVDs are NOT combined onto full-size DVDs. \$15.00 per Mini DVD. 2-sided Mini DVDs (Side A and Side B) count as two Mini DVDs. **Complete Totals and Payment below.**
- OPTION B: Combine multiple Mini DVDs onto one DVD.** Create the fewest number of DVDs possible from content. \$30 per DVD. Estimate required. **Do not complete Totals below.** Optional: provide credit card/PayPal info to expedite your order.

**IMPORTANT: Are your Mini DVDs finalized? You must finalize your Mini DVDs before submitting your order.**

Mini DVDs MUST be finalized by the original camcorder or we cannot process them. We can also finalize your discs for \$5 each if you also ship the camcorder that recorded them to us. *Unfinalized Mini DVDs with no camcorder will be returned.*

**Disc Recovery:** If your camcorder cannot read your Mini DVD to finalize it, or if you have a finalized Mini DVD that is unreadable by your DVD player or our drives, we can attempt to recover the video for \$20 per disc. Fill in the applicable item below.

### TOTALS

	QUANTITY	UNIT PRICE	TOTAL AMOUNT
OPTION A: Mini DVD to DVD (exact copies)		<b>\$ 15.00</b>	<b>\$</b>
OPTION B: Mini DVD to DVD (combine discs)		ESTIMATE REQUIRED	<b>\$</b>
Mini DVD discs requiring <b>finalization</b>		<b>\$ 5.00</b>	<b>\$</b>
Mini DVD discs requiring <b>disc recovery</b>		<b>\$20.00</b>	<b>\$</b>
Extra DVD Copies <i>See pricing for 10+ copies</i>		<b>\$ 12.00</b>	<b>\$</b>
<b>SUBTOTAL</b>			<b>\$</b>
<b>Rush order fee:</b> add 20% of subtotal (if applicable)			<b>\$</b>
<b>Credits</b> for coupons or discounts (if applicable)			<b>-\$</b>
Pennsylvania <b>Tax</b> (6%) <i>PA residents only</i>			<b>\$</b>
<b>Shipping</b> (UPS Ground unless otherwise specified) <small>*Additional fee may apply to larger quantities of discs or to HI/AK. We will contact you if an additional shipping fee applies to your order.</small>			<b>\$ 15.00</b>
<b>GRAND TOTAL</b>			<b>\$</b>

### PAYMENT *Full payment due for Option A*

- CHECK** (payable to Timeless DVD)      **CREDIT CARD:**  Visa  MasterCard  Discover  American Express
- PAYPAL** Provide e-mail address: \_\_\_\_\_ Card # \_\_\_\_\_ Exp. \_\_\_\_\_  
 \_\_\_\_\_ Name on card \_\_\_\_\_

**Please read and sign:** The Mini DVD discs I am submitting are my personal property. I do not hold Timeless DVD liable for any loss or damage to these discs, during production or shipping. If I decide not to proceed after Timeless DVD has received my order, I will be charged for any completed work as well as return shipping. Full payment required before finished project is shipped or delivered. A project completion date is not implied if it has not been discussed by myself and Timeless DVD. If I am not satisfied, I am guaranteed a redone DVD; however, some issues inherent to my video may not be adjustable. Data recovery service does not guarantee all video will be found. Refunds not issued for DVD player incompatibilities. If I request changes to a DVD after the project is finished, I am responsible for a \$20 per disc reauthor fee, shipping, and the additional work.

Signature _____	Date _____
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**Mail your Mini DVDs and order form to:**  
**Timeless DVD, 642 Cowpath Road, #281, Lansdale, PA 19446**

**Free pickup service** is available for orders estimated to be \$100+ in southeastern Pennsylvania (excludes Center City).  
**Project drop-off** is available via a drop-off box outside our studio. **Contact us first** if interested in project pickup or drop-off.

# FLASH MEMORY CARD AND HARD DRIVE CAMCORDER ORDER FORM

*Only submit this page if your project includes memory card(s) or a hard drive camcorder.*

## COMBINING CONTENT

We combine video files in chronological order when we compile your video onto DVDs, using the date/time information that the camcorder embeds in each file. Can we combine your videos in this manner on your DVD, or do you wish your videos to be kept separate in a different way?

- Yes, compile my files; create as few DVDs as needed
- No, I would prefer something different  
*Write instructions on separate paper.*

## SCENES MENU

Each DVD in your project includes a scenes menu. The scenes menu shows a button and written date for each unique date that your camcorder embedded in its video files (e.g., 2/25/08). When clicked, the button plays all videos from that date. Is this OK, or do you need something different? *Note: if a DVD only contains one file or videos from one date, a scenes menu is not included.*

- Use scenes menu as described
- Use scenes menu, but I want to write new scene titles rather than using written dates
- No, I would prefer something different. *Describe on reverse or separate paper. Additional fees may apply.*

**EXTRA COPIES: Do you need copies of the DVD(s) in your project?**     NO     YES: \_\_\_\_\_

*One DVD included with order. Write any instructions for copies separately.*

QUANTITY

## COSTS

Every digital memory camcorder project incurs a \$50 setup fee, which is required upon order submission. After we receive your camcorder files, we will examine them for format, size, and other parameters. We will then generate an invoice based upon how many DVDs your project needs per the total size of the video files. Each finished DVD is \$30, which includes as many video files as will fit on a disc.

The above pricing applies to Flash memory and hard drive camcorders that create MPEG-2 files (most do). If your camcorder writes H.264/MP4 files (or another type), an additional \$30 per disc fee is incurred, due to the extra time needed to encode the video to DVD.

SETUP FEE    **\$ 50.00**

## PAYMENT *Setup fee required with order submission*

**CHECK** (payable to Timeless DVD)    **CREDIT CARD:**     Visa     MasterCard     Discover     American Express

**PAYPAL** Provide e-mail address: \_\_\_\_\_ Card # \_\_\_\_\_ Exp. \_\_\_\_\_  
Name on card \_\_\_\_\_

Check circle if your credit card or PayPal information may also be used for project payment (after your acceptance of estimate)

**Please read and sign:** The Flash memory card(s) and/or camcorder I am submitting are my personal property. I do not hold Timeless DVD liable for any loss or damage to these materials, during production or shipping. Full payment is required before finished project is shipped or delivered. A project completion date is not implied if it has not been discussed by myself and Timeless DVD. If I decide not to proceed with this project at any point after Timeless DVD has received my order, I will be charged for any completed work as well as return shipping. Setup fee is nonrefundable. I realize that the quality of video transferred to DVD depends on many factors, including the quality settings I used on my camcorder and the camcorder information I am able to provide to Timeless DVD. If I am not satisfied with my video conversion, I am guaranteed a redone DVD; however, I realize that some issues inherent to my video may not be adjustable. Refunds not issued for DVD player incompatibilities. If I request changes to a DVD after the project is finished, I am responsible for a \$20 per disc reauthor fee, shipping, and the cost of the additional work.

Signature

Date

**Mail your video materials, setup fee payment, and order form to:**

Timeless DVD  
642 Cowpath Road, #281  
Lansdale, PA 19446

**Free pickup service** is available for orders estimated to be \$100+ in southeastern Pennsylvania (excludes Center City).  
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