



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.

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 conversion work begins. If an estimate is required, we will create a customized invoice for your project.

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 Theme templates and DVD cases can be viewed on the DVD Design page at www.timelessdvd.com.

DVD Theme: _____ **OR** mark the circle if you prefer we choose a Theme.
A Theme is a design template used for your DVD. Include photo if required by Theme. We will also choose if nothing is indicated.

DVD Case Preference: _____ **Color Preferences:** _____
Black case is provided if no preference given. Colors in Theme match your photo, unless you provide specific colors to use.

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

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. Complete Totals and Payment below.
- OPTION B: Combine multiple Mini DVDs onto one DVD.** Create the fewest number of DVDs possible from content. Estimate required. Submit form without Totals completed. \$30 per finished DVD.

Are your Mini DVDs finalized? Yes No Don't Know

Mini DVDs must be finalized by the original camcorder. If your Mini DVDs are not finalized, you must provide your Mini DVD camcorder, and a \$5 per disc fee is incurred.

TOTALS

	QUANTITY	UNIT PRICE	TOTAL AMOUNT
OPTION A: Mini DVD to DVD (exact copies)		\$15.00	\$
OPTION B: Mini DVD to DVD (combine discs)		ESTIMATE REQUIRED	\$
Mini DVD discs requiring finalization		\$ 5.00	\$
Extra DVD Copies See pricing for 10+ copies		\$12.00	\$
SUBTOTAL			\$
Rush order fee: add 20% of subtotal (if applicable)			\$
Credits for coupons or discounts (if applicable)			-\$
Pennsylvania Tax (6%) PA residents only			\$
Shipping (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>			\$ 10.00
GRAND TOTAL			\$

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 the following 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. 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 after Timeless DVD has received my order, I understand that I am responsible for prepaying any applicable return shipping costs before my discs are returned. Timeless DVD reserves the right to refuse to work with any video that includes questionable content. I realize that the quality of video transferred to DVD depends on many factors, including the quality settings I used on my camcorder. If I am not satisfied with my 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 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. In-person drop-off meetings are not available.

Contact us first if you are interested in pickup service or dropping off your project.

FLASH MEMORY CARD AND HARD DRIVE CAMCORDER ORDER FORM

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 the following 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 understand that I am responsible for prepaying any applicable return shipping costs before my materials are returned. Setup fee is nonrefundable. Timeless DVD reserves the right to refuse to work with any video that includes questionable content. 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

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Lansdale, PA 19446**

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