



DVD Transfer Order Form

Use form if submitting one or a few video tapes for which the running times are roughly known. Please print. Use extra paper if needed. Detailed instructions for this order form can be found on the DVD Transfer - How to Order page at www.timelessdvd.com.

Use our "Send a Box" order form instead if submitting larger quantities of tapes, tapes with unknown running times, OR if this order form seems too complex. We will assess your tapes and 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	

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

DVD DESIGN

Available DVD Design templates and DVD cases can be viewed on the DVD Design page at 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

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 - Christmas 1996")

DVD 1 — 2 hours of video maximum

TAPE #	RUNNING TIME	CONTENT TITLE	
1			<input type="radio"/> USE TAPE LABEL \$ 30.00
			Add Overflow Disc if tape exceeds 2 hours (optional) \$ 20.00

COMBINE TAPES TO THIS DVD (optional; number tapes in desired order)

TAPE #	RUNNING TIME	CONTENT TITLE	
2			<input type="radio"/> USE TAPE LABEL \$ 10.00
3			<input type="radio"/> USE TAPE LABEL \$ 10.00

SPECIAL INSTRUCTIONS

Extra DVD copies
(1 DVD included with order)

_____ x \$12.00 = \$

DVD 1 SUBTOTAL \$

Enter in DVD 1 SUBTOTAL line on TOTALS page.
Subtotal is \$30.00 if DVD only includes 1 tape that is 2 hours or less and no extra DVD copies.

TOTALS

DVD 1 subtotal	\$
DVD 2 subtotal	\$
DVD 3 subtotal	\$
DVD 4 subtotal	\$
Combined subtotals from all SPECIAL OPTIONS pages	\$
Broken videotape repair	\$

Broken videotape repair	_____	x \$20.00 =	\$
-------------------------	-------	-------------	----

QUANTITY

SUBTOTAL	\$
Rush order fee: add 20% of subtotal (if applicable) <small>Rush orders must be paid via credit card or PayPal (no checks)</small>	\$
Credits for coupons or discounts (if applicable)	-\$
Pennsylvania Tax (6%) <i>PA residents only</i>	\$
Shipping (UPS Ground unless otherwise specified) <small>Additional fee may apply to larger quantities of tapes/DVDs or to HI/AK. We will contact you if an additional shipping fee applies to your order.</small>	\$ 15.00
GRAND TOTAL	\$

REQUESTED COMPLETION DATE: _____

Note: Timeless DVD specializes in achieving the highest-quality tape transfer possible, which can involve trial and error. As a result, we do not prioritize rapid turnaround time. Turnaround time depends upon your project's size and complexity, as well as our current workload at the time your order arrives. If you expect or require your order to be completed by a certain date, you must confirm this timeframe with us before submitting your order. Otherwise, most orders are handled on a "first come, first served" basis. We are not responsible for meeting timeframes that have not been communicated to us.

PAYMENT *Full payment due with project submission*

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 materials 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. If I choose to cancel my order after my project has been received by Timeless DVD, I understand that I will be charged for any completed work as well as return shipping. Timeless DVD reserves the right to refuse any tape that includes questionable content. I realize that the quality of video transferred to DVD depends on many factors, including the videotape's age, the temperatures and wear it has experienced, the quality at which it was recorded, the condition of my VCR or camcorder, and other issues. I understand that no tape is perfect due to the nature of the medium. If I am not satisfied with my transfer, I am guaranteed a redone DVD; however, I realize that some problems inherent to my tape may not be able to be corrected. 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 reauthor fee, shipping, and the cost of the additional work.

Signature	Date
-----------	------

Mail your video tapes, completed order form, and full payment to:
Timeless DVD
642 Cowpath Road, #281
Lansdale, PA 19446

Free pickup service is available for orders of \$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.

DVDs 2, 3, and 4
OPTIONAL. Only submit this page if your project requires more than one 2-hour DVD.

DVD 2 — 2 hours of video maximum

TAPE #	RUNNING TIME	CONTENT TITLE		
1			<input type="radio"/> USE TAPE LABEL	\$ 30.00
Add Overflow Disc if tape exceeds 2 hours (optional)				\$ 20.00

COMBINE TAPES TO DVD (optional; number tapes, rubberband together, and mark "DVD 2")

TAPE #	RUNNING TIME	CONTENT TITLE		
2			<input type="radio"/> USE TAPE LABEL	\$ 10.00
3			<input type="radio"/> USE TAPE LABEL	\$ 10.00

SPECIAL INSTRUCTIONS

Extra DVD copies (1 DVD included with order)	_____ x \$12.00 =	\$
	QUANTITY	
DVD 2 SUBTOTAL		\$

*Enter in DVD 2 SUBTOTAL line on TOTALS page.
 Subtotal is \$30.00 if DVD only includes 1 tape
 that is 2 hours or less and no extra DVD copies.*

DVD 3 — 2 hours of video maximum

TAPE #	RUNNING TIME	CONTENT TITLE		
1			<input type="radio"/> USE TAPE LABEL	\$ 30.00
Add Overflow Disc if tape exceeds 2 hours (optional)				\$ 20.00

COMBINE TAPES TO DVD (optional; number tapes, rubberband together, and mark "DVD 3")

TAPE #	RUNNING TIME	CONTENT TITLE		
2			<input type="radio"/> USE TAPE LABEL	\$ 10.00
3			<input type="radio"/> USE TAPE LABEL	\$ 10.00

SPECIAL INSTRUCTIONS

Extra DVD copies (1 DVD included with order)	_____ x \$12.00 =	\$
	QUANTITY	
DVD 3 SUBTOTAL		\$

*Enter in DVD 3 SUBTOTAL line on TOTALS page.
 Subtotal is \$30.00 if DVD only includes 1 tape
 that is 2 hours or less and no extra DVD copies.*

DVD 4 — 2 hours of video maximum

TAPE #	RUNNING TIME	CONTENT TITLE		
1			<input type="radio"/> USE TAPE LABEL	\$ 30.00
Add Overflow Disc if tape exceeds 2 hours (optional)				\$ 20.00

COMBINE TAPES TO DVD (optional; number tapes, rubberband together, and mark "DVD 4")

TAPE #	RUNNING TIME	CONTENT TITLE		
2			<input type="radio"/> USE TAPE LABEL	\$ 10.00
3			<input type="radio"/> USE TAPE LABEL	\$ 10.00

SPECIAL INSTRUCTIONS

Extra DVD copies (1 DVD included with order)	_____ x \$12.00 =	\$
	QUANTITY	
DVD 4 SUBTOTAL		\$

*Enter in DVD 4 SUBTOTAL line on TOTALS page.
 Subtotal is \$30.00 if DVD only includes 1 tape
 that is 2 hours or less and no extra DVD copies.*

SPECIAL OPTIONS

OPTIONAL. Only submit this page if adding these items to a DVD in your project. Use a separate page for each DVD.

These special options are for DVD #: 1 2 3 4

SONG DURING MAIN MENU \$5

If you would like to add a song during the Main Menu, please indicate. *You must provide song on CD (MP3s OK).*

Title/artist of song: _____

SCENE SELECTIONS MENU & CHAPTERS \$20 for menu and 8 chapters

Yes, add a Scene Selections menu to my DVD.

A Scene Selections menu shows video buttons and titles from the chapters you indicate below. If the DVD includes more than 1 tape, indicate the tape number in which the chapter is located. Eight chapters are included with this option. If you have 9 or more chapters, they are priced at \$2 each; continue list on reverse side. If you do not add a Scene Selections menu, automatic chapter stops will be added at 5 minute intervals throughout your video, but no Scene Selections menu will be provided.

#	CHAPTER TITLE (PLEASE LIMIT TO 20 CHARACTERS)	CHAPTER START TIME	TAPE #
1			
2			
3			
4			
5			
6			
7			
8			

TITLE SCREENS \$5 each

Use reverse for extra space if needed

Title Screens can be added at any point in your video. A title is a black screen with white text of your choice.

TITLE	TIME ON TAPE / DESCRIPTION OF VIDEO THAT FOLLOWS TITLE

REPLACEMENT MUSIC Each song is \$10

Use reverse for extra space if needed

List songs and the video where the replacement music should overwrite the existing audio.

SONG	START TIME ON TAPE / DESCRIPTION OF VIDEO THAT ACCOMPANIES SONG

SPECIAL OPTIONS SUBTOTAL FOR THIS DVD: \$ _____

Add together all desired options on this page. Combine this page's subtotal with other SPECIAL OPTIONS pages in your project, and enter total on TOTALS page.