



Send a Box Order Form – DVD Transfer

1. Fill out this form with your contact information and DVD design preferences. Please print.
Indicate on reverse if you need options such as a main menu song, scenes menu, title screens, or replacement music on your DVD(s).
2. Package your videotapes securely in a box or envelope, using bubble wrap or other padding (please avoid packing peanuts).
3. Ship tapes and order form to address below, or contact us if you are interested in pickup or drop-off options.
4. We will assess the running time for each of your tapes and create a customized invoice for your project.
5. Payment due before transfer work begins. (Alternate payment arrangements for very large projects available.)

Name		
Address		
City	State	Zip
<small>Address will be used to ship your project</small>		<small>US addresses only</small>
Phone	E-mail	
Quantity of tapes in box:	Brand and Model # of DVD player (we guarantee compatibility with listed players):	
<input type="text"/>	<input type="text"/>	

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 writing on tape labels I will write new titles (*title list can be included with this form or submitted later*)

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")

Please read the following and sign: The videotapes 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 tapes, I understand that I am responsible for prepaying any return shipping costs before my tapes are returned. 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 tape'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 realize 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
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Mail your video tapes 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.