



## 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 extra DVD copies or options such as a scenes menu, titles, menu song, or other 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, which is then due.

**Note:** Please expect and allot ample time for us to properly assess your tapes. All 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	
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 & SETUP INSTRUCTIONS

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

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

Black case is provided if no preference given.

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

DVD Disc Preference:  Glossy WaterShield Finish  Traditional Matte Finish

Content Titles for Each DVD:  Use writing on tape labels  I will write new titles (list can be included now 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")

Exclude TV and movies on your tapes from the finished DVDs?  YES  NO  MAYBE (tell me what it is)

Combining Tapes to DVDs:  Combine tapes if possible, but preserve chronological order

Combine tapes if possible, in any combination regardless of content/chronology

Do not combine any tapes – transfer one tape to one DVD only

**Please read 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. If I decide not to proceed with this project after Timeless DVD has received my tapes, I am responsible for prepaying return shipping costs.

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.