



## DVD Photo Slideshow Order Form

Please print. Submit order form with photos, music, and other materials. Use reverse side or extra paper if needed for any option. Detailed instructions for this order form can be found on the DVD Photo Slideshows – How to Order page at [www.timelessdvd.com](http://www.timelessdvd.com).

While we respect all your instructions on this form, we also use our editing creativity to craft your slideshow. This includes our best judgment regarding photo optimization, how to present each photo onscreen, which transitions to use, and how to adjust each song for ideal timing and impact. By ordering a slideshow, you agree to accept the editing choices we make around your given parameters.

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

Is the DVD a gift for someone at the above address or phone?  NO  YES If yes, who? \_\_\_\_\_

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

**SLIDESHOWS START WITH A \$50 BASE PRICE, which includes all authoring and packaging.**

**PHOTOS AND SONGS Each printed photo is \$2; digital \$1.50. Each song is \$10.**

List photos and the songs that accompany them in order. Photo order is maintained unless we ask if a change is acceptable. Please allot at least 6 seconds of music for each photo (1 minute of music per 10 photos). Add any comments for song editing you wish. Use page 4 of this form if you have instructions for individual photos.

FROM PHOTO # TO PHOTO #	SONG	COMMENTS

**VIDEO CLIPS \$10 each**

Indicate the video clips that are in your slideshow, and where they should appear. Please number tapes if more than one.

CLIP #	TAPE #	START TIME ON TAPE	STOP TIME ON TAPE	VIDEO APPEARS AFTER PHOTO # (AND COMMENTS)
1				
2				
3				

**TITLE SCREENS AND CAPTIONS** *Titles are \$3 each; captions are \$1 each*

Please print. A title is a single black screen with text. A caption appears on top of a photo at the bottom of the screen.

TITLE/CAPTION	CHECK ONE & INDICATE PHOTO #
	<input type="radio"/> Title before photo #
	<input type="radio"/> Caption on photo #
	<input type="radio"/> Title before photo #
	<input type="radio"/> Caption on photo #
	<input type="radio"/> Title before photo #
	<input type="radio"/> Caption on photo #
	<input type="radio"/> Title before photo #
	<input type="radio"/> Caption on photo #
	<input type="radio"/> Title before photo #
	<input type="radio"/> Caption on photo #

**SONG DURING MAIN MENU** *Free if song is also in slideshow. \$5 extra if additional song.*

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 chapter stops*

Yes, add a Scene Selections menu to my DVD.

A Scene Selections menu shows video buttons and titles from the chapters you indicate below. Use additional paper if you have more than 8 chapters. Additional chapters are \$2. Automatic 5-minute chapters are embedded in your show if this option is not included.

#	CHAPTER TITLE (PLEASE LIMIT TO 20 CHARACTERS)	CHAPTER STARTS WITH PHOTO #
1		
2		
3		
4		
5		
6		
7		
8		

**DVD DESIGN (main menu, cover, and disc)**

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: \_\_\_\_\_ Photo # to use in design: \_\_\_\_\_

OR mark circle if you prefer we choose a design for your DVD.

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

Title of DVD, to be used on the Main Menu, Cover (front and spine), and Disc:

Line 1: \_\_\_\_\_

Line 2: \_\_\_\_\_

## TOTALS

	QUANTITY	UNIT PRICE	TOTAL AMOUNT
DVD Photo Slideshow	1	\$50.00	\$ 50.00
Photos		\$ 2.00	\$
Digital Photos <i>from digital camera or scanned files</i>		\$ 1.50	\$
Songs		\$10.00	\$
Video Clips		\$10.00	\$
Title Screens		\$ 3.00	\$
Captions		\$ 1.00	\$
Song played during Main Menu <i>Limit 1</i> <i>Cost only applies if song is not in slideshow</i>		\$ 5.00	\$
Scene Selections Menu/8 chapters <i>Limit 1</i>		\$20.00	\$
Additional chapters (9 or more)		\$ 2.00	\$
Restored Photo CD		\$20.00	\$
Extra DVD Copies <i>See pricing for 10+ copies</i>		\$ 12.00	\$
VHS Copies		\$ 15.00	\$

<b>SUBTOTAL</b>	\$
<b>Credits</b> for coupons or discounts (if applicable)	-\$
Pennsylvania <b>Tax</b> (6%) <i>PA residents only</i>	\$
<b>Shipping</b> (UPS Ground unless otherwise specified) <small><i>*Additional fee may apply to larger orders of tapes/DVDs or to HI/AK. We will contact you if an additional shipping fee applies to your order.</i></small>	\$ 15.00
<b>GRAND TOTAL</b>	\$

**REQUESTED COMPLETION DATE:** \_\_\_\_\_

**Slideshows require a minimum of 6 weeks production time** (excluding shipping time). Rush orders are not available. Production time begins when we receive your slideshow materials. If a specific due date is required, confirm this date with us before submitting your order. Slideshow orders submitted without this confirmation are not guaranteed to be finished by the date above.

**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 # \_\_\_\_\_      Expiration \_\_\_\_\_  
 \_\_\_\_\_      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. I have permission to use the photos, videos, and music in this slideshow. This DVD is for personal use only. It will not be resold. Full payment is required before finished product 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. In the event of an error caused by Timeless DVD on the finished DVD, I am guaranteed a redone DVD. Refunds not issued for DVD player incompatibilities. If I request changes to the DVD after the project is finished, I am responsible for a \$20 reauthor fee, shipping, and the cost of the work.

Signature _____	Date _____
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**Mail your materials, 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.

