



**The Tape Factory**

193 Meadville Road • Parkersburg, WV 26104

Phone: 866.777.8273

email: info@tapefactoryinfo.com

## AUDIO TRANSFER ORDER FORM

Company Name (if applicable): \_\_\_\_\_  
 Client Name: \_\_\_\_\_  
 Phone Day: \_\_\_\_\_ Evening: \_\_\_\_\_ Cell: \_\_\_\_\_  
 Email address: \_\_\_\_\_ FAX: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Shipping Address (if different from above)  
 Street: \_\_\_\_\_ City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_

### **RECORD & CASSETTE TRANSFER TO CD**

<b>Client's Source Original</b>	<b>Number of Copies</b>	<b>Cost</b>	<b>Total</b>
<i>Indicate number of each original</i>			
<input type="checkbox"/> 78 rpm _____		\$35.00 ea.	\$ _____
<input type="checkbox"/> Cassette (up to 60 mins.) _____		\$25.00 ea.	\$ _____
<input type="checkbox"/> LP/s _____		\$35.00 ea.	\$ _____
<input type="checkbox"/> Collector's Edition-20 tracks _____		\$75.00 ea.	\$ _____
<input type="checkbox"/> Single 45 RPM (both sides) _____		\$15.00 ea.	\$ _____
<input type="checkbox"/> Micro-Cassette (up to 60 mins.) _____		\$35.00 ea.	\$ _____
Number Additional CD Copies _____ at \$5.00 each			\$ _____
Professional Audio Restoration - \$50.00/hr			
<input type="checkbox"/> Reel-to-Reel			
<input type="radio"/> Total: # Reels _____ # Ft _____		\$45.00/hr	
<input type="radio"/> Speed <input type="checkbox"/> 1-7/8 <input type="checkbox"/> 3-3/4 <input type="checkbox"/> 7-1/2			
Number Additional CD Copies _____ at \$5.00 each			\$ _____

### **SHIPPING**

1. Send your master and materials either UPS or FedEx. Do not use regular Postal mail. By using UPS or FedEx the shipment can be tracked. It is also recommended to obtain insurance for protection.
2. Make sure you carefully package all materials for your project. The Tape Factory cannot be held liable for any loss or damage. IF sending artwork or photos, separate them from your master with cardboard to avoid damage. A separate padded envelope with your order is suggested. Do not staple, tape, paperclip or fold your photo(s) or artwork together.
3. **ALWAYS KEEP A BACK UP** of any master and materials you send! The Tape Factory is not responsible for masters, photos or artwork.



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**DAMAGE WAIVER**

*The Tape Factory* will not be responsible for damage to any client master tapes, films, photos, slides, videos or materials. We will assure you that every precaution will be taken in safe handling of your property.

**COPYRIGHT RELEASE**

*The Tape Factory* will not be held liable for any duplication copyright. Your printed name, signature, and date below indicates that as our client, you own or have copyright permission for duplication of the master tape(s) listed below.

I have read and understand the above **DAMAGE WAIVER** and **COPYRIGHT RELEASE** disclaimers and will not hold *The Tape Factory* liable for any damage to or copyright of the following tapes.....

Tape Title/s or Program/s:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Customer (please print)**

\_\_\_\_\_

**Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Telephone** \_\_\_\_\_ **Email** \_\_\_\_\_

**Customer Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature/ Witness** \_\_\_\_\_ **Date** \_\_\_\_\_