



The Tape Factory

193 Meadville Road • Parkersburg, WV 26104

Phone: 866.777.8273

email: info@tapefactoryinfo.com

## VIDEO 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: \_\_\_\_\_

### VIDEO TRANSFER TO DVD

Client's Source Original	Number of DVD Copies	Cost	Total
<i>Indicate number of each original</i>			
<input type="checkbox"/> VHS _____ <input type="checkbox"/> S-VHS _____ <input type="checkbox"/> VHS-C _____ <input type="checkbox"/> DVD _____ <input type="checkbox"/> Mini DV _____ <input type="checkbox"/> Hi8 _____ <input type="checkbox"/> 8mm _____	_____ VHS    _____ S-VHS _____ VHS-C    _____ DVD _____ Mini DV    _____ Hi8 _____ 8mm	• Up to 2 hrs - \$10 • Over 2 hrs - \$15 • Custom DVD Case - \$10 (Includes photo and title info) • Additional Copies - \$10	\$ _____

### FILM TRANSFER TO DVD

Client's Source Original	Number of Copies	Cost	Total
<i>Indicate number of each original</i>			
8mm _____ Super 8mm _____ 16 mm _____ Total: Reels _____ Feet _____	_____	3" Reel = 50 ft. 5" Reel = 200 ft. 7" Reel = 400 ft. \$0.12 per foot	\$ _____
Additional copies \$10 each			\$ _____
Flash Drive Copies \$8 each			\$ _____

### PHOTO TRANSFER TO DVD

Client's Source Original	Number of Copies	Cost	Total
<i>Indicate number of each original</i>			
<input type="checkbox"/> Photos _____		50 – 200 photos - \$.50 ea. 201 – 500 photos - \$.45 ea. Additional Copies of DVD - \$10 Flash Drive Copies - \$8	\$ _____

### SLIDE TRANSFER TO DVD

Client's Source Original	Number of Copies	Cost	Total
<i>Indicate number of each original</i>			
<input type="checkbox"/> Slides _____		50 – 200 slides - \$.50 ea. 201 – 500 slides \$.45 ea. Additional Copies of DVD - \$10 Flash Drive Copies - \$8	\$ _____

**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** \_\_\_\_\_