



**Shipping Address:**  
 1950 Old Gallows Road  
 Suite 201  
 Vienna, Virginia 22182

# Order Form

888.790.8227 / 703.790.0098 (fax)  
 www.spectraphotovideo.com  
 info@spectraphotovideo.com

## Video Conversion/Duplication

**INSTRUCTIONS:** Type directly in this form and print - or - print the form and handwrite the information in the specified boxes.

Please feel free to call us if you need assistance completing this form or with shipping your material to us.

Date:

Name:

Company:

Address:

City/State/Zip:

Phone:

Email:

### Video Conversion / Duplication

**From/To Options**  
 DVD\* Super-VHS Betacam SP  
 VHS\* U-Matic miniDVcam  
 Hi8\* VCD DVCam  
 MiniDV\*  
 \* Can transfer "To" in PAL/SECAM

Format to record in:  
 (US Format used when blank)

Video Length (hh:mm):	From:	To:	Format to record in:	Qty.	Price	Total
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> NTSC (U.S.) <input type="checkbox"/> PAL/SECAM :	1 (1st Copy) x	<input type="text"/>	= <input type="text"/>
Additional copies from same video:				<input type="text"/> x	<input type="text"/>	= <input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> NTSC (U.S.) <input type="checkbox"/> PAL/SECAM :	1 (1st Copy) x	<input type="text"/>	= <input type="text"/>
Additional copies from same video:				<input type="text"/> x	<input type="text"/>	= <input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> NTSC (U.S.) <input type="checkbox"/> PAL/SECAM :	1 (1st Copy) x	<input type="text"/>	= <input type="text"/>
Additional copies from same video:				<input type="text"/> x	<input type="text"/>	= <input type="text"/>

### VHS Video Tape Sleeve / Custom Label:

Standard Cardboard (free)     White Cardboard (\$0.15)     Plastic Slip Sleeve (\$0.60)

Custom Label - Setup Charge (minimum \$40):  x  =

*Please call for a "Custom Packaging" Quote*

Label:  x  =



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**Video Conversion/Duplication**

**Additional Services Requested**

	Qty.	Price	Total
Other <input type="text"/>	<input type="text"/>	x <input type="text"/>	= <input type="text"/>
Other <input type="text"/>	<input type="text"/>	x <input type="text"/>	= <input type="text"/>
Other <input type="text"/>	<input type="text"/>	x <input type="text"/>	= <input type="text"/>
Other <input type="text"/>	<input type="text"/>	x <input type="text"/>	= <input type="text"/>
Other <input type="text"/>	<input type="text"/>	x <input type="text"/>	= <input type="text"/>
Other <input type="text"/>	<input type="text"/>	x <input type="text"/>	= <input type="text"/>

**Order Total**

Subtotal:

Sales Tax - VA Residents (only) - 5%:

Shipping & Handling:   
(minimum charge: \$9.95 - see box on the left)

**TOTAL:**

Shipping is based on the size and weight of the materials submitted and requested turnaround time.

Please estimate 15% of the total order for ground shipping.

**Payment (Full payment is due at time of order submission)**

- Check (include with this order form - there is up to a two week order delay while the check clears)
- Money Order (include with this order form)
- Visa/Master Card/American Express/Discover

Credit Card Number:

Expiration Date:

**Comments**

- Minimum charge(s) apply. Please see current price list for the minimum charge(s) applicable to your job  
- Average Delivery time 4-5 business days (3-4 weeks for Film Transfer). - Actual Price will be determined after work is completed and will be based on actual film and/or video length.  
- Customer is authorized to re-produce the material(s) being worked on and/or has obtained appropriate authorization for copyrighted material submitted to Spectra for duplication or conversion.

**Limit of Liability**

Your material is handled with the utmost care and confidentiality. Submitting any film, print, slide, video tape, VCD or DVD to our firm for transfer or other handling constitutes an AGREEMENT by you that any damages or loss by our firm will only entitle you to replacement with a like amount of unexposed film, slides, video tape, VCD or DVD. Except for such replacement the acceptance of the material is without other warranty or liability, and recovery for incidental or sequential damages is excluded.

Customer's Signature \_\_\_\_\_



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[info@spectraphotovideo.com](mailto:info@spectraphotovideo.com)

# SHIPPING INSTRUCTIONS

- 1- Complete the Order Form and enclose it with your order
- 2- Place your material in a plastic bag before packing it (keeps moisture out during shipping)
- 3- Use proper packing material (such as a box) to help protect your material during shipping
- 4- Ship to: **Spectra PhotoVideo**  
**1950 Old Gallows Road, #201**  
**Vienna, VA 22182**  
**703.847-6932**

If you have any questions about how to best ship us your material please feel free to call us at 1-888-790-8227.