



**Mailing Address:**  
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McLean, Virginia 22102  
**Office Address:**  
1950 Old Gallows Road  
Suite 201  
Vienna, Virginia, 22182

**Video / DVD / CD-R / Data / Audio  
Film Transfer & Duplication Services**

888.790.8227 / 703.821.3802 (fax)

www.spectraphotovideo.com

info@spectraphotovideo.com

# Video Encoding Order Form

**INSTRUCTIONS:** Type directly in this form, save, 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: <input type="text"/>		<b>How did you hear about us?</b> <input type="checkbox"/> Yellow Pages <input type="checkbox"/> Referral <input type="checkbox"/> Internet <input type="checkbox"/> Other
Name: <input type="text"/>		
Company: <input type="text"/>		
Address: <input type="text"/>		
<input type="text"/>		
Phone: <input type="text"/>	Fax: <input type="text"/>	
Email: <input type="text"/>		

## Encoding for Presentations (i.e PowerPoint, etc.)

Length (min.)	Format to Convert To	Qty.	Price	Total
Video Clip #1: <input type="text"/>	<input type="checkbox"/> AVI <input type="checkbox"/> MPEG-1 <input type="checkbox"/> MPEG-2 <input type="checkbox"/> QuickTime :	<input type="text"/>	<input type="text"/>	= <input type="text"/>
Add'l Formats of the same clip:	<input type="checkbox"/> AVI <input type="checkbox"/> MPEG-1 <input type="checkbox"/> MPEG-2 <input type="checkbox"/> QuickTime :	<input type="text"/>	x <input type="text"/>	= <input type="text"/>
Video Clip #2: <input type="text"/>	<input type="checkbox"/> AVI <input type="checkbox"/> MPEG-1 <input type="checkbox"/> MPEG-2 <input type="checkbox"/> QuickTime :	<input type="text"/>	<input type="text"/>	= <input type="text"/>
Add'l Formats of the same clip:	<input type="checkbox"/> AVI <input type="checkbox"/> MPEG-1 <input type="checkbox"/> MPEG-2 <input type="checkbox"/> QuickTime :	<input type="text"/>	x <input type="text"/>	= <input type="text"/>

*We will encode your video at the standard 320 X 240. If you need full screen encoding at 640 X 480 please be aware that you will need a very fast processor and the file size will be 4 times that of 320 x 240 standard. Please call us for a quote if you have a need for full-screen encoding.*

## Title, Copyright & Metadata for your Streaming Video Files

Your Title, Copyright & Metadata (keywords) will appear as optional information in the video player and it is also used by search engines to index your video clip(s) if you publish them on the web.

Title:

Copyright:

Metadata:

Continued on next page



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# Video Encoding Order Form

## Video Encoding for Streaming Video - Played via the Internet

Please select all the formats/speeds you wish to convert your video clip(s) to. In the "Qty." column please enter the number of formats you are requesting in addition to the first format conversion. Price for the additional formats is less than the price of the first conversion. Please refer to the publish price list for the "price" column.

Windows Media

<input type="checkbox"/> Video Size	<input type="checkbox"/> 176 x 144	<input type="checkbox"/> User Connections
	<input type="checkbox"/> 320 x 240	Dial-up modems or single channel ISDN (28.8 to 56 Kbps)
	<input type="checkbox"/> 320 x 240	e-mail and dual-channel ISDN (128 Kbps)
		Broadband NTSC (384 Kbps)

Real Video

<input type="checkbox"/> Video Size	<input type="checkbox"/> 240 x 180	<input type="checkbox"/> User Connections
	<input type="checkbox"/> 320 x 240	Dial-up modems or single channel ISDN (28.8 to 56 Kbps)
	<input type="checkbox"/> 320 x 240	e-mail and dual-channel ISDN (128 Kbps)
		Broadband NTSC (384 Kbps)

	Length (min.)	Qty.	Price	Total
Video Clip #1:	<input type="text"/> :	<input type="text"/>	<input type="text"/>	= <input type="text"/>
Additional Formats Requested of the same clip :		<input type="text"/> x	<input type="text"/>	= <input type="text"/>
Video Clip #2:	<input type="text"/> :	<input type="text"/>	<input type="text"/>	= <input type="text"/>
Additional Formats Requested of the same clip :		<input type="text"/> x	<input type="text"/>	= <input type="text"/>

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

- Check (include with this order form)
- Money Order (include with this order form)
- Visa/Master Card/American Express/Discover

Sales Tax - VA Residents - 5% (  ) :

Shipping & Handling:

(minimum charge: \$9.95)

**TOTAL:**

Credit Card Number:

Expiration Date:

### Comments

### 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. Unauthorized recording of copyright material will not be transferred or duplicated.

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