



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

Audio Conversion / Digitizing

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:

Audio Conversion to CD

Formats Supported
 Standard Cassette
 micro-Cassette
 Open Reel (reel-to-reel)

			Qty.	Price	Total
Audio Length (hh:mm): <input type="text"/>	From: <input type="text"/>	To CD:	1 (1st Copy) x	<input type="text"/>	= <input type="text"/>
		Additional copies:	<input type="text"/> x	<input type="text"/>	= <input type="text"/>
Audio Length (hh:mm): <input type="text"/>	From: <input type="text"/>	To CD:	1 (1st Copy) x	<input type="text"/>	= <input type="text"/>
		Additional copies:	<input type="text"/> x	<input type="text"/>	= <input type="text"/>

Audio Digitizing

Formats Supported
 MP3 QuickTime
 WAV RealMedia
 WMA (Windows Media)

Audio Length (hh:mm): <input type="text"/>	Format To: <input type="text"/>	1 (1st Format) x	<input type="text"/>	= <input type="text"/>
		Additional Formats:	<input type="text"/> x	<input type="text"/>
Audio Length (hh:mm): <input type="text"/>	Format To: <input type="text"/>	1 (1st Format) x	<input type="text"/>	= <input type="text"/>
		Additional Formats:	<input type="text"/> x	<input type="text"/>



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Audio Services

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 USPS 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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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.