

**Shipping Address:**

1950 Old Gallows Road  
Suite 201  
Vienna, Virginia 22182

888.790.8227 / 703.790.0098 (fax)  
[www.spectraphotovideo.com](http://www.spectraphotovideo.com)  
[info@spectraphotovideo.com](mailto:info@spectraphotovideo.com)

**Order Form****Film Transfer**

**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: \_\_\_\_\_

**Order Information**

\$50 Minimum Film Transfer Charge

Transfer To:  DVD  MP4

Qty	Feet	Price
Number of 3" Reels (3" reel-50ft):	_____	x \$0.25
Number of 5" Reels (5" reel-200ft):	_____	x \$0.25
Number of 7" Reels (7" reel-400ft):	_____	x \$0.25
Footage other than the reels above):	_____	x \$0.25
Number of Slides to Video:	_____	x \$1.95
Number of Photos to Video (digital or prints-sizes up to 11" x 14"):	_____	x \$2.95
Number of Titles:	_____	x \$12.00
(Please use a Post-It Note on each reel, photo or slide with the Title to place. The Title will be placed at the start of the reel, photo or slide)		
Customer Provided Music CD (additional charge for multiple CDs):	_____	x \$40.00
Custom Chapters on DVD (please specify where to place Chapters):	_____	x \$12.00/ea
Additional DVD Copies:	_____	x \$10.00/ea
Other	_____	x _____ = _____
	_____	x _____ = _____



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## Order Form

### Film Transfer

#### Order Total

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

Please estimate 5% of the total order for Ground shipping. Other shipping methods available.  
Minimum charge is \$9.95.

#### Price

Subtotal:

Sales Tax - VA Residents (only) 6%:

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

**TOTAL:**

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

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

Credit Card Number:

Security Code (CSV):

Expiration Date:

Billing Zip Code:

#### Free Standard DVD Label Title (50 characters or less)

#### Comments

- Minimum charge(s) apply. \$50.00
- 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 exclud.



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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.