






## Transfer Order Form

### FILM

<u># of Reels</u>	<u>Reel Size</u>	= _____ Ft. x .20 = \$ _____	
_____	x 50 Ft. (3 In.)	= _____ Ft. x .20 = \$ _____	
_____	x 100 Ft. (4 In.)	= _____ Ft. x .20 = \$ _____	
_____	x 200 Ft. (5 In.)	= _____ Ft. x .20 = \$ _____	
_____	x 300 Ft. (6 In.)	= _____ Ft. x .20 = \$ _____	
_____	x 400 Ft. (7 In.)	= _____ Ft. x .20 = \$ _____	

Reels numbered in sequence? **Total = \_\_\_\_\_ Ft. Total = \$ \_\_\_\_\_**

Total Feet divided by 1500 will give you the number of DVDs to be made. Cost for DVD copies is \$20 each.

**Number of DVD Copies = \_\_\_\_\_ x \$20 = Cost of Copies \$ \_\_\_\_\_**

### VIDEO

<u># of Tapes</u>	<u>Format</u>	<u>Hours of Footage</u>
_____	VHS	_____
_____	VHS-C	_____
_____	SVHS	_____
_____	Hi8	_____
_____	Mini-DV	_____

Tapes numbered in sequence? **Total hours = \_\_\_\_\_ Divide by 2 = \_\_\_\_\_ DVDs to be made**

**Cost for Basic DVD: \$20.00 x \_\_\_\_\_ DVDs to be made = \$ \_\_\_\_\_**

**Cost for Deluxe DVD: \$95.00 x \_\_\_\_\_ DVDs to be made = \$ \_\_\_\_\_**

Cost for DVD copies is \$20 each.

**Number of DVD Copies = \_\_\_\_\_ x \$20 = Cost of Copies \$ \_\_\_\_\_**

### PICTURES

<u># of Slides</u>	+	<u># of Prints</u>	x 1.00 = \$ _____	<i>Pictures numbered in sequence?</i>
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Total Prints divided by 1000 will give you the number of DVDs to be made. Cost for DVD copies is \$20 each.

**Number of DVD Copies = \_\_\_\_\_ x \$20 = Cost of Copies \$ \_\_\_\_\_**

Cost of Film \_\_\_\_\_ + Cost of Video \_\_\_\_\_ + Cost of Photos \_\_\_\_\_ + Cost of Copies \_\_\_\_\_

Subtotal = \_\_\_\_\_ add 7.75% tax \_\_\_\_\_ add \$8.00 S&H = **TOTAL \$ \_\_\_\_\_**

*Please submit check or credit card information when materials are turned in.*

# Conditions & Limitations

## By signing below, I represent and warrant that:

(a) I have the right to permit Ashley Media Productions (AMP) to perform the AMP transfer services on the videotape, film, 35mm slide or print content I have submitted ("Content"), as identified by my order, including the copying and converting process, (b) the Content does not injure, infringe, or violate any patent, copyright, trade secret, trademark or other intellectual property right of any third party, or violate any obscenity law or other applicable law, rule or regulation in any jurisdiction in which the Content may be viewed or retrieved, (c) AMP's provision of the processing and/or hosting of the Content hereunder will not infringe upon or violate any patent, copyright, trade secret, trademark or other intellectual property right of any third party, including but not limited to any and all performance license rights, mechanical license rights, synchronization license rights and rights under the Digital Performance Right in Sound Recordings Act of 1995, or violate any obscenity law or other applicable law, rule or regulation in any jurisdiction in which the Content can be viewed or retrieved, and (d) The Content and AMP's provision of the processing service on my behalf is not for illegal, commercial, obscene, offensive or immoral purpose.

**QUALITY** When choosing images keep in mind there may be some loss of quality through the production and viewing process. Because you will be seeing images larger than you ever have before flaws in the original photograph will appear larger as well. Flaws such as scratches, marks, tears, wrinkles, bright contrast and blurriness. However, some pictures may also look better than ever before because they are larger and brighter. Set your expectations appropriately. Note: We do NOT recommend using formally printed texts such as articles or invitations because the quality of such reproductions on video is poor.

**LIMITATIONS** Due to the incompatibility of some DVD players to play all DVDs we do not replace or refund for any DVDs that skip, freeze or have a difficulty playing on any DVD player unless the DVD is physically flawed. Be assured that we do verify that all DVDs we produce are 100% perfect with flaws before shipping. An edited Photo Montage is a work done by artisans. The editor's results are a combination of talent, technology and creativity. We respect the rights of creativity and style in producing any montage. We do NOT guarantee the use or exclusion of any specific visual effect or production technique. The length of the video can NOT be determined in advance and NO guarantee regarding length can be made. Your edited montage video is a crafted piece of work that may take as long as 4 weeks to complete, any guarantee of delivery sooner than 4 weeks must be in writing, signed by us and may constitute a "Rush" order. Orders will be completed in the time stated per written agreement for an additional fee of 20% of original cost of our services. Due to the nature of video technology itself no changes can or will be made to the finished montage video.

**CONDITIONS** Our liability is limited to any monies paid should mechanical/electronic failure, theft, accident, weather, loss or damage of your images or materials, or other mishap occur which prevents fulfillment of our agreement or the return of any materials provided. Balance is due when this work order is placed. It is agreed that rights to exclusive use of all images and reproductions thereof produced by AP are reserved by and for AP whether for production, promotional use or otherwise. Contracting Party assumes all responsibility and liability for the legal use of all material, copyrighted or otherwise, to be incorporated in the video; and hereby grants permission for Ashley Productions to use all materials provided by the client in the production of the video or otherwise herein. Any expectations you have concerning content, quality, editing, or any other aspect of your montage video must be delineated in writing and sent by email to our offices, and given in advance of production for our review. Your requests will be given full consideration but NO requests are guaranteed to be fulfilled due to the nature of the production process.

I understand and accept, as stated, the conditions and limitations described herein.

Signature \_\_\_\_\_ Date \_\_\_\_\_

NAME \_\_\_\_\_ EMAIL \_\_\_\_\_

PHONE \_\_\_\_\_ PHONE \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

CREDIT CARD NO. \_\_\_\_\_ EXPIRES \_\_\_\_\_

NAME on CARD \_\_\_\_\_

BILLING ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_