

# VIDEO ALBUM ORDER FORM

**Electronic Media:** We accept CD's, DVD's or MP3 (music only). Image files must be in any of the following formats: JPEG (.jpg or .jpeg), Bitmap (.bmp), Paintbrush (.pcx), or Adobe Photoshop (.psd). For digital photos, change the filename of the photo to the number of the photo itself (e.g. "12.jpg")

**Photographs:** Ensure photos are not stuck together and are free of dirt, dust or glue. **NO textured paper** should be included as DVD Video Albums cannot guarantee the quality of these scanned images. Photographs 3" x 3" up to 4" x 6" in size will be scanned via an automated photo feeder. Oversized/Undersized, fragile, or odd shaped photographs will be scanned manually.

## Client Information:

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ email: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Type of event (circle one)    **BIRTHDAY**    **WEDDING**    **REUNION**    **TRIBUTE**    **MEMORIAL**

**OTHER** \_\_\_\_\_

Date Needed: \_\_\_\_\_

**Video Album (up to 50 photos) @**    \$ 125.00  
(Includes generic background music or you provide music)

**Music Style (if provided by DVD Video Albums)**  
 Sacred or Inspirational     Easy Listening     Big Band     Country  
 Classical     Rock     Blues or Jazz     Pop

**Additional Photos** \_\_\_\_\_ @ \$2.50 each = \_\_\_\_\_  
(any size or shape)

**Captions (maximum 5 per segment)** \_\_\_\_\_ @ \$1.00/Title = \_\_\_\_\_

**Duplications** \_\_\_\_\_ @ \$\_\_\_\_\_ ea. = \_\_\_\_\_

Subtotal: \_\_\_\_\_

Credit/Discount: - \_\_\_\_\_


6% PA Sales Tax: \_\_\_\_\_

**TOTAL ESTIMATE:** \_\_\_\_\_

<b>DVD Duplications (in a paper sleeve)</b> 1 – 50 copies	<b>\$5.00/ea.</b>
200 or more copies	<b>\$3.00/ea.</b>
Add a Plastic Clamshell case	<b>\$1.50/ea.</b>
Add a DVD Box w/Standard Insert	<b>\$3.50/ea.</b>
Add a DVD Box w/Custom Insert & Title	<b>\$5.50/ea.</b>

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- I. **ARRANGE PHOTOS** in the order which you wish them to be presented in your production.
- II. **NUMBER BACK OF PHOTOS** using a permanent Sharpie™ starting with the number “1” and ending with the last number equal to the quantity of photos you have.
- III. **PLACE PHOTOS & MUSIC CD’s INTO LARGE ENVELOPES** 25 photos per envelope. Each envelope will become its own slide show segment in the video. NO staples, paper clips, or Post-It notes. Music CD’s should be kept separately.
- IV. **LABEL ENVELOPES** with a group number (e.g. Put a “1” on the 1<sup>st</sup> envelope, “2” on the 2<sup>nd</sup>, etc.) AND the photo numbers that are contained within.
- V. **OPENING TITLE:** \_\_\_\_\_ **DVD BOX ART:** \_\_\_\_\_ **PHOTO#** \_\_\_\_\_  
 (This title will be displayed at start of video and printed cover ) (Will appear on front of DVD Box)

 **SEGMENT 1** **TITLE:** \_\_\_\_\_

**SONG:** \_\_\_\_\_ **ARTIST:** \_\_\_\_\_

**CAPTIONS (5 max):**


PHOTO # _____	CAPTION _____
PHOTO # _____	CAPTION _____
PHOTO # _____	CAPTION _____
PHOTO # _____	CAPTION _____
PHOTO # _____	CAPTION _____

 **SEGMENT 2** **TITLE:** \_\_\_\_\_

**SONG:** \_\_\_\_\_ **ARTIST:** \_\_\_\_\_

**CAPTIONS (5 max):**


PHOTO # _____	CAPTION _____
PHOTO # _____	CAPTION _____
PHOTO # _____	CAPTION _____
PHOTO # _____	CAPTION _____
PHOTO # _____	CAPTION _____

 **SEGMENT 3** **TITLE:** \_\_\_\_\_

**SONG:** \_\_\_\_\_ **ARTIST:** \_\_\_\_\_

**CAPTIONS (5 max):**

PHOTO # _____	CAPTION _____
PHOTO # _____	CAPTION _____
PHOTO # _____	CAPTION _____
PHOTO # _____	CAPTION _____
PHOTO # _____	CAPTION _____

 **SEGMENT 4** **TITLE:** \_\_\_\_\_

**SONG:** \_\_\_\_\_ **ARTIST:** \_\_\_\_\_

**CAPTIONS (5 max):**

PHOTO # _____	CAPTION _____
PHOTO # _____	CAPTION _____
PHOTO # _____	CAPTION _____
PHOTO # _____	CAPTION _____
PHOTO # _____	CAPTION _____

VI. **CLOSING TITLE:** \_\_\_\_\_  
 (This title will be displayed at end of video)



# VIDEO ALBUM ORDER FORM

## OUR GUARANTEE

If the customer is not 100% satisfied with the finished order due to a problem within the control of DVD Video Albums, we will attempt to re-do it and attain a quality level as close as possible to original source quality. However, where the quality of the client provided media prohibits a quality product, orders are non-refundable. Please see the paragraph below on DVD compatibility. **MUST CALL WITHIN 2 WEEKS FROM PICKUP** otherwise you may be charged to reprocess your media.

## DAMAGE LIABILITY

DVD Video Albums is insured should any unforeseen damage occur due to the negligence of DVD Video Albums, related to our equipment malfunctioning or the negligence of a DVD Video Albums representative. DVD Video Albums will not be responsible for any damage to your media that occurs during transportation to us. Choose a reliable and traceable shipping service (UPS, FedEx, USPS, etc.) when sending us your media.

## COPYRIGHT LIABILITY

All music, video animations, etc. added to a client's finished production is legally obtained and licensed for use by DVD Video Albums. The DVD Video Albums transfer service is available for home videos, movies, slides or prints made by the customer. If the customer does not own the copyright, it is illegal to make copies and orders will not be processed unless a Copyright Waiver Form is completed. This order agreement includes a signed confirmation that you are authorizing us to use the photographs, video and musical works that you provide us with to create your DVD Video Album or project at your event. DVD Video Albums is not responsible for verification of this information, and will not be held accountable for any violation. We reserve the right to refuse orders, at our discretion, where the client provided media contains obscene or illegal content or that may violate copyright laws.

## DVD COMPATIBILITY Refunds will not be granted for DVD incompatibility reasons.

DVD Video Albums uses professional grade DVD media in DVD-R format which is compatible with most existing DVD players. Since some earlier designed DVD players cannot play recordable DVD's, please be sure to check your DVD player manual to determine if it supports DVD-R media. The client assumes responsibility to verify the format which is supported by their DVD. Once DVD Video Albums provides the finished DVD and the customer determines that the DVD does not work in their DVD player due to compatibility, it is the customers responsibility to contact the manufacturer for a firmware upgrade or replace their DVD player with one that is compatible with DVD-R media.

## PRIVACY PROMISE

DVD Video Albums promises that we will never sell, rent, lease, or otherwise disclose your contact information to any third-party organizations.

## PROJECTING MEDIA

DVD Video Albums uses the latest technology of DVD players and projectors, which is compatible with approximately 90+% of all existing DVD and CD media. If you are preparing a DVD for use, choose a reliable and reputable brand of media. Refunds will not be issued for DVD incompatibility issues with client provided media. DVD Video Albums agrees to make every attempt to accurately project the DVD per the client's specifications. DVD Video Albums will not project images or video of questionable content (e.g. obscene or offensive). DVD Video Albums does not guarantee the appearance of displayed media will not appear dull, dark/light, out of focus, or if specific colors will appear different on screen due to the quality of the images or the quality of the reproduction provided by the client. Client is responsible for ensuring that a minimum area **10 ft. wide x 15 ft long x 8 ft. high with a 110 electrical outlet a maximum of 25 ft** from such area with an acceptable amount of lighting is provided at the location of the projection.

## CREATING VIDEO ALBUM WITH CLIENT PROVIDED MEDIA

DVD Video Albums agrees to make every attempt to include all photographs, music, text or voice per the client's specifications. DVD Video Albums will not include photographs of questionable content (e.g. obscene or offensive). DVD Video Albums reserves the right to crop, retouch, or brush the photographs in order to enhance their visual appearance. All attempts will be made to accurately produce a representation of each photograph. DVD Video Albums cannot guarantee the exact length and time the photographs are displayed, the "on-screen" size of the photographs during presentation, that photographs will not appear dull, dark/light, out of focus, or if specific colors will appear different on a television screen due to the quality of the photographs provided by the client. All rights to photographs remain the property of the client. The Copyright of the video album production is retained by DVD Video Albums.

**Reproduction, copying, or re-distribution of productions is prohibited without prior written consent by DVD Video Albums.** DVD Video Albums will retain the original files and with the clients consent agree to use the all or a portion of their production for advertising or displaying in good faith and in good taste.

**Professional portraits will not be accepted** unless prior written consent of the original photographer is provided. When portraits are used in a DVD Video Album, all rights of these photographs remain that of the photographer for which holds the Copyright. If your photographer wishes to consult with DVD Video Albums, they may contact us directly. When professional portraits are used in a video album, it is generally a practice of DVD Video Albums to include the originating photographer company name, logo, and contact information at the end of the video album production.

## ACKNOWLEDGEMENT

I am entering into an agreement for services rendered by DVD Video Albums per my order. I understand that DVD Video Albums agrees to work with the client within reasonable specifications to ensure the needs of the client are met. I agree that if I request changes be made to my original order without providing DVD Video Albums at least 2 weeks prior notice, my order may incur additional costs associated with such changes. I understand that any outstanding balance is to be paid upon receipt of DVD or prior to projection services being rendered unless other arrangements have been made. I acknowledge that I am accepting responsibility for acquiring any necessary permission to use all media which I provide to DVD Video Albums to include in this production. I acknowledge that I have read, understand, and agree to all of the above terms in this agreement. **By signing this agreement you also acknowledge that any media left by you 30 days past your scheduled pickup date will be considered abandoned and will be disposed of accordingly. DVD Video Albums will make 2 attempts prior to the 30 days to contact you before disposing your media.**

Client Signature: \_\_\_\_\_ Date: \_\_\_\_\_

DVD Video Albums: \_\_\_\_\_ Date: \_\_\_\_\_

