



INSTRUCTIONS

1. Please complete all of the information requested on this form.
2. Place all of your films in a numbered chronological order beginning with the number 1. If you choose to use Post It notes, please also secure them with tape.
3. Carefully pack your films and this order form in a sturdy shipping box. If you don't have a sturdy shipping box or packing supplies, you can get help at your local UPS Store, FedEx Kinkos or Post Office. (Make sure to keep your shipping receipt and tracking number).
4. Ship your films to:

8mm Film Pros
950 Taylor Station Road
Suite K
Gahanna, OH 43230

Estimated Total Feet of Film:

	ft.
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As soon as we receive your films, we will calculate how many feet of film you have provided. Next, we will call you to confirm receipt of your films and to gain authorization to charge your credit card.

Title of Project:

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(ex. "The Smith Family Home Movies")

We require payment in full before we begin cleaning and prepping your films.

Please choose only one of the following:

- I would like my films transferred to DVD. I have assigned a number to each of my films and I would like my films transferred in the order that I have provided. I understand that I will be charged **30¢ per foot** for this service.
- I would like my films transferred to DVD. I was not able to place my films in chronological order and I would like a **Preview DVD**. I understand that I will be charged **\$35** for the Preview DVD **in addition to the 30¢ per foot** for the actual film transfer. I also understand that I only have two weeks from the day that I receive my Preview DVD to inform 8mm Film Pros of the correct order for my Final DVD(s).
- I would like my films transferred to AVI files on the hard drive that I have provided. I understand that I will be charged **20¢ per foot** for this service.
- I would like my films transferred to AVI files. I understand that I will be charged **20¢ per foot** for this service. I have **not provided a hard drive** and I would like to purchase an external USB 2.0 hard drive from 8mm Film Pros for **\$99**.

Customer and Credit Card Payment Information:

NAME:			CREDIT CARD TYPE: <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> DISCOVER	
STREET ADDRESS:			CREDIT CARD #	
CITY:	STATE:	ZIP:	EXPIRATION DATE:	3-DIGIT SECURITY CODE
PHONE:			EMAIL:	

Would you like to purchase additional DVDs? Y N

# COPIES:	\$15 each for a project that consists of just one DVD. \$25 each for a project that consists of two or more DVDs.
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We will also add \$15 to your order for return shipping. We will use either UPS Ground or FedEx Ground.

We provide FREE return shipping for all orders over \$250.

CLIENT SIGNATURE:	DATE:
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Thank you for choosing 8mm Film Pros! Please contact us if you have any questions.