



## Order Form & Agreement

Please print this form and enclose with your original materials. Thank you!

### BASIC INFORMATION

PLEASE PRINT CLEARLY

Today's Date: \_\_\_\_\_

**Customer Information:** Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: (day) \_\_\_\_\_ (evening) \_\_\_\_\_  
Email: \_\_\_\_\_

**Shipping Information:** \_\_\_\_\_ Ship to the above address \_\_\_\_\_ I'll pick up the order

**Completion Date:** Requested Completion Date: \_\_\_\_\_  
\_\_\_\_\_ Standard Completion - Allow at least 4 weeks from date received  
\_\_\_\_\_ Rush My Order - Additional 20% fee, \$20 minimum

### May we use your project in Big Screen Memories marketing?

We would like your permission to use your finished project as part of our marketing efforts. This would include things such as showing your project at bridal fairs or other trade show type events as well as on our website as a sample.

\_\_\_\_\_ Sure, no problem    \_\_\_\_\_ Okay, but no Internet    \_\_\_\_\_ Please do not

## HOW TO ORDER

Collect the images you'd like included. Remember, the fastest and easiest processing is using digital images. If you'd like the images in a particular order, such as chronological or groups of particular people, you'll need to put the images in that order.

Here's how:

- ★ For prints that are to be scanned in, just put a sticky note on the back with a number of where you'd like them inserted. Write on the sticky note FIRST to avoid pressing into your picture.
- ★ For digital images and/or video clips, the easiest way is to copy the images to a new folder and rename the pictures the actual number in sequence you'd like them. For example, once it's copied to a new folder, rename "summerfun.jpg" to "1.jpg" and continue through all your images. If you need to slide a picture into the existing sequence, simply name it "1a.jpg" to avoid having to rename all the images again.

Alternatively, you can create your own numbering scheme that makes sense to you... just make sure we can understand it, too. If you do not have a particular order in mind, we'll arrange the images where they make sense or where the music will accent them.

Collect songs you would like in your project. Remember, due to copyrighting laws, these need to be songs you have purchased. If you are unsure of music selection, we can help you through that decision process.

Once your files are in order, complete this order form. Remember to print clearly.

Mail your originals and this form to Big Screen Memories using a traceable service such as UPS. If you are local to the Dayton, Ohio area, you can arrange to hand-deliver your originals. Be sure to pack your items with care and plenty of protective materials.

Ship to:       Amanda Swigert  
                  Big Screen Memories  
                  4571 Russia-Versailles Rd  
                  Houston, Ohio 45333

If all your originals are digital, they can be mailed on CD, DVD, or Memory Stick.

*Please note: Big Screen Memories will handle your materials with the utmost care and respect. However, we cannot be held responsible for any damage that might occur during the transportation of your materials.*

### PAYMENT:

At this time, Big Screen Memories only accepts payment via PayPal or cashier's check.

A deposit of at least 25% (minimum of \$25) is required before production can begin. If paying by cashier's check, it may be included along with this order form and your materials.

Once your project is complete, you will be notified via email for review and a link final payment will be included.

Final product and your materials will be shipped once final payment is received.

## ORDER DETAILS

Desired DVD Title: \_\_\_\_\_

Desired Image for Label & Cover (file name of image): \_\_\_\_\_

Additional Text on Cover: \_\_\_\_\_

Additional Text on Back Cover: \_\_\_\_\_

Color Preferences for Label & Cover: \_\_\_\_\_

### Title Slide(s):

There will be at least one title slide at the very beginning of the project. Title slides can also be used to denote a new group of photos. These slides are a solid color with text only.

Insert Title Slide Before Photo #	Title Slide Text
1 (opening slide)	

### Background Music:

Again, Big Screen Memories cannot provide music for your project; YOU must supply the music either on CD or in MP3 format. Please list below the songs you have enclosed and in the order you'd like them played. If you would like a specific portion of your project to be set to a certain song, please make that note below.

Artist	Song Title & Track #	Notes

### Video Segments:

Video segments of less than a minute work best...some even as short as 10 seconds. To avoid additional fees, please have your video segments already trimmed and in a digital format such as .avi, .mov, .mp4, etc. and named in the same numerical format as your images.

If you require Big Screen Memories to convert the video, that will incur additional costs. Please use the table below to identify video segment clip details.

Tape/File/Disc Name	Clip Start Point (hh:mm:ss)	Clip End Point (hh:mm:ss)	Insert Clip Before Photo #	Mute Clip? Y or N (so only background music is heard)

Additional Notes/Special Requests:

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

## ORDER AGREEMENT

### OUR GUARANTEE

Your satisfaction is completely guaranteed. If there is a problem with your order we will make every reasonable effort to solve the issue. (Do not ship us the DVD without first contacting us.) If we are unable to do so, we will refund your money -- minus the cost of shipping and handling incurred. Also see the paragraph below on DVD compatibility.

### DAMAGE LIABILITY

Big Screen Memories cannot be held responsible for any damage to your materials during transportation. For that reason, we highly recommend that you create duplicates. In addition, it is recommended that you ship your package to us using a traceable and reliable shipping service. We will do the same when sending the final product back to you.

### COPYRIGHT LIABILITY

It is the client's responsibility to ensure that you are in compliance with copyright law. By signing an order agreement you are confirming to us that you are authorized to use all photographs, videos and musical works to be used in the creation of your DVD slide show. Big Screen Memories is not responsible for verifying this information, and is hereby released of the liability. We reserve the right to refuse orders, at our discretion, that include questionable content.

### DVD COMPATIBILITY

Big Screen Memories uses the common DVD-R format, which is compatible with approximately 95+ % of all existing DVD players, but not all. Please be sure to check your DVD player manual/manufacturer to determine if it supports DVD-R. This website is also a good place to look: [www.dvdrhelp.com/dvdplayers](http://www.dvdrhelp.com/dvdplayers). If needed, we can assist you in determining if your DVD player supports it -- just ask us. Sorry, refunds will not be given for DVD incompatibility reasons.

### PRIVACY PROMISE

Big Screen Memories promises that we will never sell, rent, lease, or otherwise disclose your contact information to any third-party organizations. Your contact information will only be used by Big Screen Memories.

### ACKNOWLEDGEMENT

I am entering into an agreement for services with Big Screen Memories and Swigertech, LLC to conduct the development of a customized DVD slide show per my order. I understand that full payment is due before delivery of the completed DVD. I am hereby confirming that I have permission to use all photographs, videos, and musical works in this slide show; and accept responsibility for copyright liability. Further, I intend to use this DVD for personal use ONLY – such as at a wedding or family event. I also understand that copyright law prohibits unauthorized duplication and distribution of this DVD without permission. I acknowledge that I have read and agree to all of the above statements in this agreement.

Signature: \_\_\_\_\_

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

Print Name: \_\_\_\_\_

**PRICING WORKSHEET:**

Item	Price	Qty	Total Price
<b>DVD Slide Show including:</b> Up to 75 images 5-6 Minutes in length Opening Title Slide Pan-Scan-Zoom (Ken Burns Effect) Autoplay DVD Custom Label & Custom DVD Case	\$49.97	1	\$49.97
<b>Additional Images in Slide Show</b> every 50 images in addition to the 75 included	\$10/50 images		
<b>Photo Scanning</b>	\$.50 each		
<b>Video Segments</b> provided by customer digitally	\$.50 each		
<b>Video Segment Converting</b>	\$5/segment		
<b>CD of Scanned Images</b>	\$4.97		
<b>Additional Copies of DVD Slide Show</b>	\$9.97		
<b>Entire Video Converting</b> (Tape to DVD)	\$24.97/video		
<b>Entire Video Converting with Custom Chapters</b>	\$34.97/video		
<b>Shipping and Handling</b> Includes shipment of DVD and return of original materials	\$9.97		\$9.97
<b>Subtotal</b>			
<b>Rush Order Fees</b> (20% of Subtotal or Minimum \$20) <small>*for orders requested in less than the standard 4-week processing time*</small>			
<b>TOTAL DUE</b>			
<b>Deposit</b> (25% of Total Due or Minimum \$25)			
<b>Balance Due Upon Completion</b> Subtotal minus deposit			

## PAYMENT METHOD

\_\_\_\_\_ I intend to pay using PayPal. Payment should be sent to [amanda@swigertech.com](mailto:amanda@swigertech.com) via PayPal.

\_\_\_\_\_ I intend to pay via cashier's check. Make checks payable to: **Swigertech, LLC.**