

# General

## ORDER FORM

### Instructions:

1. Print, complete and sign this form
2. If possible, number your photos
3. Ship your material to us and we'll call you once we've received it.

**Please call 1-877-317-7219  
or email [info@mtdigital.com](mailto:info@mtdigital.com)  
if you have questions**

### Client Information

Name: \_\_\_\_\_ Email address: \_\_\_\_\_  
Phone Number(s): \_\_\_\_\_  
Address: \_\_\_\_\_ How did you hear about us? (If search engine, please specify): \_\_\_\_\_

### Project Information

Please describe what kind of original material you have:

Please tell us what you'd like for a finished product:

### If you're ordering a customized DVD, please fill out the following:

How would you like your DVD titled?

Also included is a custom cover and disc face - please label the photograph you'd like to use for this project.

12 chapters are included on your DVD menu. How would you like them titled?

1	7
2	8
3	9
4	10
5	11
6	12

Music options:  Instrumental music from our library (+\$10 per hour)  Your music (+\$5 per song)

### Other Instructions:

Return Shipping is usually between \$10 - \$15 via FedEx ground

Estimated Total  
Subtotal from above  
Return Shipping  
Gift Certificate  
Minimum \$29.95  
Total

Payment via Credit Card

Card #  
Exp. Date  
Billing address:

Request other shipping:

### Terms and conditions

1. I am the copyright owner, or have the legal right to reproduce the enclosed film, video, photo and/or audio material.
2. The original material, and the copy, are for my own use and not for distribution of any kind. If I am not the copyright owner, I've ordered only one copy of the original. Furthermore, I agree to indemnify and hold harmless Memories to Digital from any legal actions brought against it in connection with the services performed for me.
3. Memories to Digital's liability for loss or damage is limited to the value of the order. I understand that MTD cannot be held responsible for damage or loss during shipping.

**Please Ship to:  
Memories to Digital  
3303 Bluestem Ave  
Longmont, CO 80503**

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