

Media Transfer Order Form

Please print, complete and send this form together with your clearly labeled video tapes/photographs and payment to:-

A JEM Production, 34 Oaktree Avenue, Pucklechurch, Bristol BS16 9TE
www.ajemproduction.co.uk - 0117 3039100 - info@ajemproduction.co.uk

If you require help completing the form please don't hesitate to get in contact with us.

Please complete carefully in BLOCK CAPITALS

| | | |
|---|---|---------|
| Name | | |
| Company | | |
| Address | | |
| Postcode | | |
| Telephone | | |
| Email | | |
| How did you find out about our services? | | |
| Number of tapes/photos sent | | |
| Title to be printed onto the disk (max 45 characters including spaces) | | |
| | | |
| AVI video to DVD | £15 for every 15 minutes from any of the formats listed below | |
| Transfer length | If known (min order 30 mins) | ___mins |
| Original format | VHS-C - S-VHS-C - VHS - S-VHS - Video 8 - Hi8 - Digital8 - Mini DV - DV - DVCAM (please circle) | £ |
| | | |
| Photo to DVD | £1 per Digital photo & £1.25 per Scanned photo (min order 20) | £ |
| | | |

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|--|--|--------------------------|
| Tape Transfer | One Original Format per transfer with a minimum transfer charge of 60mins. Any time running over the hour will be charged by the minute. To work out your total transfer cost, add the original and transfer format and the cost of the transfer tape/DVD (if required) together. * must be circled (even if unsure of price) | |
| Original format* (price per hour) | VHS-C £10 – S-VHS-C £10 – VHS £10 – S-VHS £10 – Video8 £15 – Hi8 £15 – Digital8 £15 – Mini DV £20 – DV £20 – DVCAM £20 (please circle) | £ |
| Transfer format* (price per hour) | VHS £10 – S-VHS £10 – Digital 8 £15 – Mini DV £20 – DV £20 – DVCAM £20 – DVD £15 (please circle) | £ |
| Transfer length | If known | ____mins |
| Transfer media | VHS £2 per 180mins – S-VHS £5 per 180mins – Digital 8 £5 per 60mins – Mini DV £3 per 60mins – DV £19 per 186mins – DVCAM £20 per 124mins– DVD £2 per 120 mins (please circle) customers can supply their own media if appropriate. | £ |
| Unsure of total? | If the total length of transfer is unknown, we can invoice you for the transfer costs afterwards. Payment will have to be sent and cleared before return/collection is authorised (please tick) | <input type="checkbox"/> |
| Number of additional DVD copies? | £10 each | £ |
| Return Postage | Up to 3 Tapes/DVD's or 100 photos - £7.50 Every additional tape or 20 photos on top of the inclusive price, add £1.50. <i>Don't forget to add the postage of any Extra DVD copies ordered.</i> Example:- you sent 3 VHS, we will send back 3 VHS + 1 DVD total P&P £9 We recommend drop off and collection of your media to our premises, as this will not incur any delivery or return postage charges and will also protect against loss of your media. | £ |
| Please make your cheque or postal order payable to A JEM Production | | Total £ |

Terms and Conditions

1. PAL video tape formats only: VHS-C – S-VHS-C – VHS – S-VHS – Video8 – Hi8 – Digital8 – Mini DV – DV – DVCAM
2. **Important notice.** If you are posting tapes to us please send your original video tapes via Special Delivery or Recorded Delivery because A JEM Production cannot accept liability for any loss or damage that may occur during postage. This is especially important if you do not have back-up copies of your original videos, Please make sure they are adequately packaged with plenty of padding/bubble wrap.
3. Unless specifically stated in writing, you the customer accept our decisions on editorial creativity including any decision to exclude material we consider unsuitable for any reason,
4. A JEM Production makes every effort to ensure that our customer's media is not damaged when in our care. However, A JEM Production cannot accept liability for any damage, loss or consequential

loss as a result of using our video services and/or goods. Liability for such loss or damage will be limited to the replacement cost of the materials or media and in no circumstances will any liability attach to any claim for the value of the content.

5. Obtaining Music licensing is the responsibility of the client and is not included in any of the package costs. Licenses can be acquired from www.wvrl.co.uk

6. A JEM Production reserves the right to reject material considered by us to be unsuitable.

7. A JEM Production will NOT copy commercial material protected by copyright without verifiable written proof of consent from the copyright owner(s).

8. Your DVD player must be compatible with the DVD format bearing the 'DVD-R' logo on the front of your player, or in the instruction manual. If it doesn't, we cannot guarantee smooth uninterrupted playback of the DVD we produce. A sample DVD can be purchased at a cost of £5, which will be refundable if you proceed with any of our services.

9. All 16by9 video which is transferred to any format except mini DV, DV and DVCam will be converted to 4by3 letterbox.

10. Maximum size photos for scanning are A4.

I confirm that I have read and agree to the terms and conditions stated above.

Name _____ Signature _____ Date _____