



How To Order

1.	Print this form and follow the directions below. If you have questions please call 856-914-1382 or email support@rjcvideoservices.com .
2.	Use this form as a guide for your order total. This will give you a general idea of what your total will be. Because services such as film cleaning and adding music may add to your order total, additional charges will be computed once your order is received and you will then receive a final quote. If you agree with the final quote, your order will be processed upon receipt of payment. If not, your film will be returned to you at no extra charge.
3.	Please fully complete this form and mail your film and this form to: RJC Video Services 3003 Tarnbrook Drive Mount Laurel, NJ 08054

Formats Accepted

Currently we are accepting 8mm & Super 8 formats.

Customer Information

Name: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone, Daytime: _____ Evening: _____
 E-Mail Address: _____

Shipping Information

Check here if same as above:
 Name: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone, Daytime: _____

Additional Information

When do you need your order completed

- Standard processing time (normally two weeks after order is received)
- Rush my order (\$25.00 fee, see Pricing Form on next page)

Pricing Form

Description	Price	Quantity	Subtotal, Qty. x Price
Feet of Film you will be having transferred. *See Pricing chart on web page.	Choose: <input type="checkbox"/> Real Time \$0.15 per/ft. <input type="checkbox"/> Frame By Frame \$0.25 per/ft.		\$
Transfer to: <input type="checkbox"/> VHS <input type="checkbox"/> DVD	N/A	-----	-----
Add Music	Supply Your Own Music or \$5.00 per song used.		Will be added to total.
Case Insert Upgrade	DVD Case Insert with Printed Chapter Index Taken From Your Film \$4.50		\$
Film Cleaning	If Necessary, will be added to total. Min. \$15.00	-----	-----
Check here if you would like a custom background on your DVD menu.	\$25.00 to add a custom background.	N/A	\$
Check here to add Motion Chapter Points to your Chapter Menu. Your chapter point thumbnails will contain video instead of stills if selected.	\$15.00 to add motion menus.	N/A	\$
Additional copies of your disk on DVD.	\$20.00 each		\$
Normal Shipping	\$10.00	N/A	\$
2 nd Day Shipping	\$20.00 (using FedEx)	N/A	\$
Check here to have your order insured during return shipping.	\$1.00 per \$100.00 of insurance through FedEx 2 nd day air only. FedEx terms and conditions apply.	N/A	\$
<input type="checkbox"/> Check here to require a signature when your order is shipped back to you.			
Rushed Service Fee: Only if you checked the rush my order box on the previous page.	\$25.00	N/A	\$
Savings from Website (If applicable)	Subtract _____ %	N/A	- \$
Order Total (Not Final *Please see #2 on page 1*)			\$

Please make a check payable to RJC Video Services for the final cost of your order.
There is a \$25.00 fee for returned checks.

Ordering Agreement

Our Guarantee

If for any reason you are not 100% satisfied with our work we will refund the full cost of your order. Refunds will be issued in the form they were paid to RJC Video Services and the ordered materials, prints, CDs, or DVDs must be returned within thirty days of purchase. Please call or email support to receive a confirmation number before shipping materials back to us.

Copyright Liability Agreement: It is the customers responsibility to assure compliance with copyright law. By signing below the customer states that they are authorized to use any and all photos, videos, films, or musical works, in the creation of the product created by RJC Video Services. RJC Video Services is not responsible for any misuse of copyrighted materials submitted by customers, and is not responsible for verifying copyright information. RJC Video Services cannot be held accountable for works submitted by its customers.

Liability Agreement: The submission of any image, video, or film to us for processing, printing, posting on the internet, or any other handling constitutes an agreement by you that if such image, video, or film is damaged, lost or mishandled by our company, agents, or employees, even though due to the negligence or other fault of any of the foregoing, or if any damage is caused by any product or service provided hereunder, or if unauthorized access is gained or misuse of an image is made by any third party, our liability will be limited to a full refund of any monies paid by you to us. The foregoing will be the exclusive remedy for any such loss, damage or mishandling. Recovery for any special, incidental or consequential damages is specifically excluded.

Our Privacy Policy

RJC Video Services guarantees it will not sell, rent, lease or disclose your contact information, with any third party organizations. Your information will be exclusively used by RJC Video Services for marketing and communications purposes only. We will never sell your information to a third party.

I acknowledge that I have read and understand the above statements.

Signature: _____

Printed Name: _____

Date: ____/____/____

Thank You for Your Order!