



## How To Order

<b>1.</b>	Print this form and follow the directions below.
<b>2.</b>	Gather the photos you will be having archived.
<b>3.</b>	Name your photos. On the backside in the upper left corner, please write the name you would like associated with each photo (you could also attach a sticky note or label). These names will be used as the file name of the scanned image. If you do not care to name your photos we will assign a generic name to each photo.
<b>4.</b>	Read and fully complete this form. If you have questions or concerns please call us at 856-914-1382 or contact us by email at support@rjcvideoservices.com.
<b>5.</b>	If you will be paying by check, please make the check payable to RJC Video Services for the total cost of your order.
<b>6.</b>	Send your photos, completed order form, and payment to: RJC Video Services 3003 Tarnbrook Drive Mount Laurel, NJ 08054
<b>7.</b>	That's it! We will contact you by email when we receive your order. Also, when we complete your project we will send you an email notifying you that your order is complete and has been shipped back to you.

### 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: \_\_\_\_\_



**Pricing Form**

Description	Price	Quantity	Subtotal, Qty. x Price
Number of Photo Prints to be scanned.	1-300 Prints \$0.80 each 300-1,000 Prints \$0.60 each 1,000 + Prints \$0.50 each		\$
Number of 35mm Slides to be scanned at 2,000 dpi.	1-100 Slides \$0.85 each 100-1,000 Slides \$0.65 each 1,000 + Slides \$0.55 each		\$
Number of 35mm Negatives to be scanned at 2,000 dpi.	1-100 Negatives \$0.85 each 100-1,000 Negatives \$0.70 each 1,000 + Negatives \$0.60 each		\$
Check here if you would like your Slides, Negatives scanned at 3,000 dpi.	\$0.10 additional per image		\$
Check here if you would like your Slides, Negatives scanned at 4,000 dpi.	\$0.15 additional per image		\$
Check here if you would like Color Correction.	No Charge	N/A	\$
Check here if you would like basic dust and scratch removal.	No Charge	N/A	\$
Check here if you would like your images saved to a format other than JPEG e.g. TIFF, BMP etc.	Other formats are \$0.10 additional per image. Please write the format you prefer in the special instructions area above.		\$
If you would like your archive output to DVD please check here and add the appropriate price to the subtotal column	\$6.00 Only if output to DVD	N/A	\$
Additional copies of your disk on CD. Great for family or friends.	\$12.00 each		\$
Additional copies of your disk on DVD.	\$20.00 each		\$
Normal Shipping	\$10.00	N/A	\$
2 <sup>nd</sup> 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 <sup>nd</sup> 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	- \$
<b>Order Total</b>			\$

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!