



Video Events

P.O. Box 414 Chateaugay, New York 12920

Phone 518-593-0668 www.videoeventsusa.com

Email videoevents@verizon.net

DVD Photo Slideshow

SHIP TO: **Video Events**
P.O. Box 414 (if shipping US mail please use the P.O. box number)
19 Iron Avenue (please make sure to use street address if shipping UPS or Fed Ex)
Chateaugay, New York 12920

Customer Info:

Submit this form along with your pictures and Music. Please print clearly.

First Name: _____ **Last Name:** _____
Address 1: _____
Address 2: _____
City: _____ State: _____ Zip: _____
Day Phone: _____ Evening Phone: _____
Email Address: _____

Event Info:

Person(s) you are celebrating _____
Describe the overall purpose of the slideshow and the message/mood you hope it will convey

Date needed by: _____

Normal turnaround time is 3-4 weeks from date received

Do you want us to **rush your order?** _____ If so, there will be a rush charge of \$20... Extra charges will apply if you request next day shipping services.



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How to Order your DVD Slide show

Step 1

Organize your Photos

1. Collect and organize the photos you wish to include in your slide show
2. Please note that we do not edit your photos, so photos that may be cut into an odd shape or ripped or torn will be displayed the same way in a rectangular fashion
3. Then put them in the sequence you want them displayed.
4. Make sure to label and number each photo in case they fall out of sequence.
5. Number the photos **beginning with "one" (1) and count upwards.....** (1,2,3,4,5, etc..)
6. We recommend that the **numbering be done on a sticky note** and attached to the **back** of the photo.
7. If you are using digital photos, please use JPEG files (this type is the most common) and enclose a **CD with the files numbered in sequence.** (for example 023.jpg 024.jpg 025.jpg 026.jpg)
8. If you are not able to number your files, please provide an accurate list in the sequence that you want them. Please note to use the exact file names. A list is provided if you need to do this.
9. All of your materials will be returned to you when complete.

Step 2

Decide the music you want

- You will need to decide what music is best for your slide show. If you are unsure, we can give you suggestions
- You will need to supply a CD with your song choices and fill out your song selection sheet
- Please obey copyright laws on the music that you send to us and understand that you have agreed to be responsible for copyright compliance. To avoid copyright issues all music must be purchased. If necessary we can purchase it for you at a price of \$2 per song.

Step 3

Fill Out the Order form

Please fill out the form completely and print neatly

Step 4

Send Everything to Us

- Send us your photos, music and CD's (labeled properly) along with completed form
- We recommend that you ship using a Traceable shipping service to our ship to address as listed on page 1.
- Please make sure to include protective packaging to protect the contents.
- Please make sure to include check or money order payable to "Video Events". There will be a \$40 service charge should we have a returned check.
- When your show is complete all of your materials will be returned via US mail. Extra charges will apply if you request next day delivery.



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Pricing Worksheet

Item	Quantity	Price Each	Subtotal (extended Price)
Slideshow-40.... This is a maximum of 40 photos		\$ 132	\$
Slideshow-80.... This is a maximum of 80 photos		\$ 229	\$
Slideshow-120.... This is a maximum of 120 photos		\$ 319	\$
Captions.... Based on list on page 3 of order form		\$ 2	\$
Music.... Based on list on page 4 of order form—this charge will only apply if Video Events needs to order music for you		\$ 2	\$
Rush Charge.... Based on page 1 if you need your order processed quickly. This does not include any special next day shipping charges		\$ 20	\$
		Total Order	\$

Order Agreement

Please read the following and Sign Below:

I am entering into an agreement for services rendered with Video Events to develop a customized DVD slide show as per this order worksheet. I understand that full payment is due and to be sent with materials and order form/worksheet. Video Events can not be held responsible for any damage of your materials during transportation/shipping process. I hereby confirm that I have permission to use all photographs and musical works in the slide show, and accept responsibility for Copyright liability. Video Events is not responsible for verifying this information and is hereby released from any liabilities. Further, I intend to use this DVD slideshow for personal use only – such as at weddings, family events or graduation open houses that will not be commercially distributed. I 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 statements in this agreement.

Signature _____ Date _____

Print Name _____



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Electronic File List

Please use if necessary for electronic files

You do not need to use this list if you have photos numbers properly with attached sticky note to them or if you have electronic files already numbered in sequence.

Sequence Number	File Name	Sequence Number	File Name
1		21	
2		22	
3		23	
4		24	
5		25	
6		26	
7		27	
8		28	
9		29	
10		30	
11		31	
12		32	
13		33	
14		34	
15		35	
16		36	
17		37	
18		38	
19		39	
20		40	