

715 design studio
Video Scrapbook Order Form

Customer Information			
Name:			
Address:			
City:	State:	Zip:	
Phone:		Best Time to Call:	
E-Mail Address:			
Date Movie is Needed By:			
How Did You Hear About Us?			

Shipping Information (If Different From Above)			
Name:			
Address:			
City:	State:	Zip:	

DVD Theme Choice:

Font Choice:

Text on Title Slide (See Website for Character Maximum)

Text on Closing Slide (See Website for Character Maximum)

Choice of Transition:

Chapter Markers (optional)	
Title of Chapter:	Photo #
Title of Chapter:	Photo #
Title of Chapter:	Photo #
Title of Chapter:	Photo #
Title of Chapter:	Photo #
Title of Chapter:	Photo #
Title of Chapter:	Photo #

Attach Additional Pages if Necessary

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Chapter Slides (optional)		
Text:	Title Style:	Between Photos ___&___ OR Over Photo #_____
Text:	Title Style:	Between Photos ___&___ OR Over Photo #_____
Text:	Title Style:	Between Photos ___&___ OR Over Photo #_____
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Text:	Title Style:	Between Photos ___&___ OR Over Photo #_____
Text:	Title Style:	Between Photos ___&___ OR Over Photo #_____

Attach Additional Pages if Necessary

Photo Captions (optional)		
Text:	Title Style:	Photo #
Text:	Title Style:	Photo #
Text:	Title Style:	Photo #
Text:	Title Style:	Photo #
Text:	Title Style:	Photo #
Text:	Title Style:	Photo #
Text:	Title Style:	Photo #
Text:	Title Style:	Photo #

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Music Selections			
Song Title/Artist:			Play During Photo# - #
Download from iTunes?	Yes	No	
Song Title/Artist:			Play During Photo# - #
Download from iTunes?	Yes	No	
Song Title/Artist:			Play During Photo# - #
Download from iTunes?	Yes	No	
Song Title/Artist:			Play During Photo# - #
Download from iTunes?	Yes	No	
Song Title/Artist:			Play During Photo# - #
Download from iTunes?	Yes	No	
Song Title/Artist:			Play During Photo# - #
Download from iTunes?	Yes	No	
Song Title/Artist:			Play During Photo# - #
Download from iTunes?	Yes	No	

Attach Additional Pages if Necessary

Labels and Covers	
Use Photo #(s)	for DVD Label
Title on DVD Label (Optional):	
Use Photo #(s)	for DVD Cover
Title on DVD Case Cover (Optional):	

Pricing			
First 100 Photos	\$75.00		\$75.00
Additional Photos	\$0.25 each after first 100	#	x \$0.25=
Photo Retouching	\$1.00 per photo retouched after the first 100	#	x \$1.00=
Photo Restoration	\$15.00 per photo	#	x \$15.00=
Scanning Photos	\$0.30 per photo scanned after first 100	#	x \$0.30=
Songs Downloaded from iTunes	\$1.00 per song	#	x \$1.00=
Additional Copies on DVD	\$10.00 each	#	x \$10.00=
Rush Order (72 Hour Production)	\$50.00		
Total			
Promo Code (if applicable)			
Total			

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715 design studio Client Agreement

By submitting photographs, digital or otherwise, and music to 715 design studio for inclusion in your video scrapbook, the client acknowledges and agrees that 715 design studio shall not be liable for any loss or damage to these materials during the shipping process, either to or from our company.

The client understands and agrees to release 715 design studio from all liability resulting from mishandling or loss during shipping, regardless of carrier used or method of transport.

The client certifies that all photographs and video submitted to 715 design studio is free of copyright protection, either directly or via a third party, or that the client has obtained written permission from any third-party copyright holder to use the materials as the client wishes. Please include a copy of the written permission from the copyright holder.

The client also understands and agrees that all copyrighted music submitted for inclusion in the movie must be on the artists' original CD, purchased legally, and not on a home-burned CD. If you would like to use a song, but do not own the original album, 715 design studio will legally download the song on your behalf at a price of \$1.00 per song.

The client also understands, and agrees, that 715 design studio's video scrapbooks are designed and intended for personal, non-commercial use and that no admission fee is to be charged for viewing. Commercial use of our DVDs is prohibited. All final materials produced by 715 design studio are legally copyrighted and may not be duplicated for any reason, without express written permission from 715 design studio.

Unless otherwise instructed, 715 design studio will use DVD+R media; please ensure that your DVD player is compatible with this media. No refunds will be given if video is complete and will not work with your DVD player because of compatibility issues or DVD malfunctions.

If redesign or correction is required due to an error on the clients' order form or an error not originating from 715 design studio, the client is responsible for all shipping and handling charges for the replacement disc(s) as well as additional costs related to the project as listed on the company's pricing list. 715 design studio has the right to change pricing at any time.

The client understands and agrees that payment in full must be received by 715 design studio before the completed order is shipped.

* Customer Signature:

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* Customer Name (Printed):

* Date:

How to Place Your Order

1. Gather your photos, or any other memorabilia, you would like to have included in your video. If your photograph is copyrighted, please obtain written permission to use the photo and include this document with your order. If you would like to use it, a copyright release form can be found on our website.
2. Number your photos, or other materials, in the order you would like them to appear in the video. Photo number 1 should be numbered as 0001, number 2 as 0002 and so on. If you are including a mix of traditional printed photos and digital photos, no problem! Write the number on the back of traditional printed photos using a pencil or acid free scrapbooking marker, or use post-it notes. Rename the digital photo using the number you would like it to be in the movie.
3. Your final movie will be delivered on a DVD that can include a scene selection menu. If you would like this menu included on your DVD, please let us know where you would like us to place chapter markers and what you would like them titled. Here is an example of how to indicate chapter markers:
 - a. Picture 0001: The Day after my 2nd Birthday
 - b. Picture 0049: Having a Fire at Grandma & Grandpa's
 - c. Picture 0101: Spending the Weekend at Aunt Stacy & Uncle Aaron's
4. Decide on a title slide, if you would like one. Go to the titles page of our website and choose the style you would like. The title can be presented over black, or over your photo, your choice. Then choose the font you would like used and the color you would like the text to appear. Unless otherwise noted, all titles can be up to 2 lines and have a 25 character limit per line including spaces.
5. If you would like an end slide, or a slide in between chapters of your movie, follow step number 4 for these slides as well. For slides in between chapters of your movie, please let us know which photo numbers you would like the slide to appear between, or which picture number you would like to use as the background for the slide.
6. Choose your transition. Transitions are a way to smoothly move from one photo to the next and we offer many to choose from. Please let us know which style or styles you would like to use in your movie.

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7. Choose your music. If the music is something you own, please send us the original artist's CD containing the song. For copyright reasons, we cannot accept a mix CD of the music you would like to use. All CDs you submit to us will be returned to you when we are finished with your movie. If you would like, we can also purchase the music for you on your behalf at a cost of \$1.00 per song. Let us know which pictures you would like the song to play during. Here is an example of how to indicate music choices for the movie:
 - a. Title Slide – Picture 0064: Love Today by Mika
 - b. Picture 0065 – Picture 0133: Streetcorner Symphony by Rob Thomas
 - c. Picture 0134 – Picture 0169: Sweet Pea by Amos Lee

8. Choose your DVD theme. We have many to choose from, please see the themes page of our site to see the themes we have to offer. Most themes will allow us to use your own pictures during the menus. If they do, please let us know which ones you would like us to use. Occasionally, the theme will also allow us to include music during the menu as well. If it does, please let us know which of your songs you would like to play during the menu.

9. All of our projects include a custom label and case for your movie that will be designed by our graphic designer. Please indicate on your order form which pictures you would like on the disc label and which pictures you would like used on your DVD case cover.

10. **Check Your DVD Player:** Please verify the type of DVD media your DVD player can play. This will avoid problems once your order is returned to you. Look at the back of your DVD player and obtain the brand and model number. Then go to VideoHelp.com and locate the Search Player field. Enter your DVD player information and click Search. Scroll down until you locate your exact DVD player's information. The compatible DVD media types are listed (DVD+R, DVD-R or both). If your DVD player is NOT compatible with DVD+R media, please request DVD-R media on your order form. If you do not see your DVD player listed on this site, please contact 715 design studio and we will assist you.

11. Complete this form. Your original materials must be accompanied by a completed and signed order form and must accompany your pictures and music to our company. Please make sure that the entire form is completed.

12. Package your photos, music/photo CDs, completed order form and payment in full (cash, check or money order made out to Aaron or Stacy Madsen). Mail your package to 715 design studio at 13230 Meadowood Tr NW #100 Coon Rapids, MN 55448. We are not responsible for any damage to the materials during shipment or compilation of the video scrapbook.

13. You will receive confirmation from us by either e-mail or telephone as soon as we receive your materials.

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14. Estimated time for production is dependent on the amount of work needed to complete your order. **Estimated** completion is 14 business days from the date we receive your materials. Extremely complex or large orders may take longer. Additional charges may be applied for orders that need to be rushed.

15. Once we have completed your movie, we will email you a username and password for your preview page where you can watch a preview of your movie. If you have any corrections or additions, please let us know! If not, great! Let us know that too and we will ship your movie and original materials to you at the address listed on your order form once we have your full payment.

16. 715 design studio will e-mail or call you as soon as your completed order is shipped back to you. Your completed order and all of your originally submitted materials (photos and music/photo CDs) will be returned to you via U.S. Postal Service.