



Please print clearly and enclose this form with your order. Extra sheets of your own may be included if you require additional space.

- Fields marked with an asterisk are required for speedy production and return shipping.

Contact Information		
* Name		
* Address		
*City	*State	*Zip
*Home Phone	*Cell Phone	*Work Phone
*Email address		
*How did you hear about Capture Memories in Motion?		

Shipping Information – Delivery of completed order will require a signature		
* Name		
* Address		
*City	*State	*Zip

Package Information			
Package #:			
Circle or Highlight your method of payment			
Money Order	Cashier's Check	Personal/Business Check	PayPal
Circle or Highlight desired delivery			
Pick Up	UPS Ground 4-7 Business Days = \$20		
Enter Other Details about your Slideshow Package			
Show Title (To be printed on DVD case/Label)		Show Theme (i.e. Graduation, Wedding, Birthday, Anniversary)	
The date your slideshow is required (standard turnaround time is 4 weeks from the date received) – however, if you require an earlier date, please contact me for availability.			
Optional Package Items			
Enter number of Extra Slideshow Copies		Number of Video Clips Included (Up to 5 Mins. Per clip)	
Circle or Highlight whether Rush Order is Required			
Rush Order	Yes	No	



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Number of Photos and Music Choice		
Enter the number of photos included and complete the matching number of music titles and artists required		
0 – 50 Photos Choose 1 – 2 songs / background music	Enter the exact number of photos included here	
Title	Artist	
Title	Artist	
50 – 100 Photos Choose 3 – 4 songs / background music	Enter the exact number of photos included here	
Title	Artist	
Title	Artist	
Title	Artist	
Title	Artist	
100 – 150 Photos Choose 4 – 5 songs / background music	Enter the exact number of photos included here	
Title	Artist	
Title	Artist	
Title	Artist	
Title	Artist	
Title	Artist	
150 – 200 Photos Choose 5– 6 songs / background music	Enter the exact number of photos included here	
Title	Artist	
Title	Artist	
Title	Artist	
Title	Artist	
Title	Artist	
Title	Artist	



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Photo Sequence Special Instructions
Print Photos
Number your photos individually on the back with Post-it notes
Digital Photos on CD or sent to us via email
Organize the images in the order you wish them to be presented and number them appropriately
Print OR Digital Photos
You may also write the individual file numbers here in the order you wish them to be presented, separated by commas OR enclose a separate sheet.

Photo For DVD Cover	
The file number or name or description of the photo to be used on the DVD label / case cover	
Captions Special Instructions	
Opening Message:	Closing Message:
If captions are required with specific images, list photo number and caption	
Caption	Photo Number
Caption	Photo Number
Caption	Photo Number
Caption	Photo Number
Caption	Photo Number
Caption	Photo Number



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Captions (Continued) If captions are required with specific images, list photo number and caption

Caption	Photo Number
Caption	Photo Number
Caption	Photo Number
Caption	Photo Number
Caption	Photo Number
Caption	Photo Number
Caption	Photo Number
Caption	Photo Number
Caption	Photo Number

Additional Text and Graphical Images

List any additional text you would like included in your show (not captions, opening or closing messages). Examples are: Bible verses, poetry, wedding vows, special dates, event information, personal information, historical information, birth statistics, etc. (If you attach a separate sheet, please indicate so here).

If you want your additional text to be placed in a specific part of your show, please describe where you would like it to be placed.

The additional text will be displayed over digital graphical images such as ocean views, mountain views, flowers, vacation locations, sports, seasonal, or other themes. Please indicate your preference for the type of theme to use as background for your text.

Where should video clips be inserted? (if included)

After slide number (photo)	Before slide number (photo)
After slide number (photo)	Before slide number (photo)



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Video Clip Information (If included)

If you wish to insert a video clip in your slideshow, I will need to know what the video clip is and if you want it inserted as if it were simply another photo with the audio replaced by your music choice in the designated segment. Please indicate if you want the original audio used instead. Also, if editing is required, please indicate where the stop and start points are in the video clip. (Note: Video must be in a digital format such as MPEG, AVI, MOV, QT)

Video file name	Video Clip Start Point (hh:mm:ss)	Video Clip Stop Point (hh:mm:ss)

DVD Chapters

Chapters let you skip to various sections of your DVD in a random access fashion. Each chapter should have a short name that will appear on the menu screen. (For example; Engagement, Wedding, Reception, Etc.)

Note: Chapters are not included in the package price, but can be included as an "add-on" for \$3.00 each

Chapter #	Starts with Photo #	Ends with Photo #	Chapter Title

Special Notes, Requests or Instructions: (use additional pages if necessary)



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May I Use Your Completed Project in Capture Memories In Motion Promotional Efforts?

Would you grant permission to use your finished slide show, or portions of your completed project as part of a promotional effort? (Please check below and initial)

Yes you may	Yes, except for the website	No, please do not use
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DVD Format

As a standard, I use the DVD-R format. This format is compatible with over 95% of existing DVD players. Be sure to check your DVD player manual/manufacturer to determine if it supports DVD-R. You can check compatibility on the web. One site to check is <http://dvdhelp.com/dvdplayers>. Please indicate below if you need the DVD in another format.

Yes, Indicate format <input type="checkbox"/>	No, DVD-R is acceptable <input type="checkbox"/>	Not sure, please contact me <input type="checkbox"/>
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Additional Format

Prior to finalizing your project, your slideshow will be uploaded to the internet for your approval. Please indicate if you would like to have your final project output to another format that will be yours along with your DVD.

Note: No charge for one additional format (For each additional format, the price is \$10.00)

If Yes, please circle format below

You Tube (6 min. Max)	MPEG	Flash	Windows Media	QuickTime
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Next Steps

1. Organize and collect your photos, video files, CD's, or other memorabilia
2. Fill out the order form
3. Send all materials to Capture Memories In Motion. If you are in the Minneapolis area, please contact me to inquire about drop off and/or pick up.
4. Ship the materials using a **traceable** service to Capture Memories In Motion, 12838 Elm Parkway, Rogers, MN, 55374. Be sure to package your materials to prevent the contents from shifting or damage.

Note: Your materials will be handled with the utmost care and consideration. However, I can not be held responsible for damages resulting in your shipping the materials. I encourage you to be diligent in your packaging. It is recommended you ship your materials utilizing a reliable and traceable service (UPS, FedEx, DHL, USPS, etc.). The materials will be returned to you in the same manner.

5. Submit payment; you will be notified when your order is complete and will be sent an e-mail with payment instructions if payment is made via PayPal. If paying by check, payment will need to be received and processed prior to sending your project. Since checks take more time to clear, it is recommended that you include the check with your order.



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Order Agreement:

My Guarantee:

Your satisfaction is 100% guaranteed. If there is a problem with your order, every reasonable effort will be made to resolve the issue. You will have the opportunity to view the final project prior to completion to ensure you are satisfied before the DVD is finalized. You can be involved in the creative process as much or as little as you prefer.

Damage Liability:

Capture Memories In Motion cannot be held responsible for materials that are damaged during transportation. For that reason I will return all materials and the final DVD using FedEx, UPS or USPS (and provide you with tracking information).

Copyright Liability:

It is the client's responsibility to ensure that you are in compliance with copyright law. By signing this order agreement, you are confirming to me that you are authorized to use all photographs, videos and musical works to be used in the creation of your DVD Slideshow. Capture Memories In Motion is not responsible for verifying this information, and is hereby released of liability.

Privacy Promise:

Capture Memories In Motion guarantees that it will never sell, rent, lease, or otherwise disclose your contact information to any third-party organizations. Your contact information will be used solely by Capture Memories In Motion and only for the purpose of communications.

Acknowledgement:

I am entering into an agreement for services rendered with Capture Memories In Motion to develop a customized DVD slideshow per my order. I understand that all payments are due before delivery of the completed DVD. I am hereby confirming that I have permission to use all photographs, videos and musical works in this slideshow, and accept responsibility for all copyright liability. Further, I also understand that copyright law prohibits unauthorized duplication and distribution of this DVD without expressed written permission. I acknowledge that I have read and agree to all the above statements and terms of this agreement.

Signature: _____

Date: _____

Print Name: _____