

Mike's Photo Memory Montage

DVD Slideshow Order Form

Please print clearly and enclose with your order. Extra sheets of your own may be included in you have insufficient room here.

* Fields marked with an asterisk are required

Contact Information			
*Name			
*Address			
*City		*State	*Zip
*Home Phone	*Cell Phone	*Work Phone	
*E-Mail Address			

Shipping Information		
*Name		
*Address		
*City	*State	*Zip

Package and Payment Information			
*Package Type (please check one)			
<input type="checkbox"/>	Deluxe Slideshow	<input type="checkbox"/>	Standard Slideshow
*Payment Type (please check one)			
<input type="checkbox"/>	Check	<input type="checkbox"/>	Money Order
*Return Packaging Information (please check one)			
<input type="checkbox"/>	Priority Mail (2-3 business days = \$20)	<input type="checkbox"/>	Express Mail (next business day \$30)

Slideshow Content Details			
*Show Title (Printed on DVD case cover)		Show Theme	
*The date your slideshow is needed			
*Exact number of photos in slideshow			
*Type of DVD media required (please check one) Please visit http://www.videohelp.com/dvdplayers with your DVD player name and model number to determine acceptable media for your player		<input type="checkbox"/>	DVD-R
		<input type="checkbox"/>	DVD+R

Optional Package Details			
Enter number of optional items for each			
Number of extra DVD slideshow copies	<input type="text"/>	Number of extra photo CD's or DVD's depending upon qty of content	<input type="text"/>
		Number of video clips to include in slideshow	<input type="text"/>
Rush orders are an additional cost. Please contact us if a rush order is needed so that your slideshow can be scheduled			

Deluxe Package Special Instructions (You may include additional sheets)

*Opening Message

*Closing Message

*Closing Credits

If captions are required with specific images, list photo number and caption (If a separate sheet is attached please indicate so here)

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

*Additional Text and Graphical Images (If a separate sheet is attached please indicate so here)

Some text and photos may be presented over a background digital image such as landscapes, sunrises, ocean and beach views, flowers, sunsets, sports activities, mountain views, vacation pictures, seasonal graphics, or other themes. Please indicate your preference for the type of theme/images to use as a

background for your slideshow and if you only want the background for specific photo numbers please indicate what photo numbers to use the background image for.

List any additional text you would like included in your show (not captions, opening or closing messages). Describe where you would like the text to be placed in the slideshow. If a separate sheet is attached please indicate so here.

Examples are: Poetry, wedding vows, special dates, event information, personal information, historical information, and birth information etc.

Indicate where video clips should be inserted? (if included). Also if only a specific segment of the video segment is needed please indicate. (If a separate sheet is attached please indicate so here)

After slide number	After slide number	After slide number
After slide number	After slide number	After slide number

Number of Photos and Music Choice

*Use your photo count from page 1 above to request the required number of music titles and artists and then consult the chart and provide the correct number of songs/soundtrack music for the number of photos/slides

Total Number of Photos/Slides	Number of Songs Required
25 to 50	1 - 2 songs / soundtrack music
51 to 75	2 - 3 songs / soundtrack music
76 to 100	3 - 4 songs / soundtrack music
101 to 150	4 - 6 songs / soundtrack music
151 to 200	6 - 8 songs / soundtrack music
201 to 250	8 - 10 songs / soundtrack music
251 to 300	10 -12 songs / soundtrack music
301 to 350	12 -14 songs / soundtrack music
351 to 400	14 -16 songs / soundtrack music

401 to 450		16-18 songs / soundtrack music	
1. Title		Artist	
2. Title		Artist	
3. Title		Artist	
4. Title		Artist	
5. Title		Artist	
6. Title		Artist	
7. Title		Artist	
8. Title		Artist	
9. Title		Artist	
10. Title		Artist	
11. Title		Artist	
12. Title		Artist	
13. Title		Artist	
14. Title		Artist	
15. Title		Artist	
16. Title		Artist	
17. Title		Artist	
18. Title		Artist	
19. Title		Artist	
20. Title		Artist	

Mike's Photo Memory Montage Client Agreement

By submitting photographs, videotape, photo negatives, photo slides or any other type of media to Mike's Photo Memory Montage for inclusion in our DVD slideshows, the client acknowledges and agrees that Mike's Photo Memory Montage shall not be liable for any loss or damage to these materials during the shipping process, either to or from Mike's Photo Memory Montage.

The client understands and agrees to release Mike's Photo Memory Montage from all liability resulting from mishandling or loss during shipping, regardless of carrier used or method of transport.

The client certifies that all media submitted to Mike's Photo Memory Montage 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.

The client also understands and agrees that all copyrighted music submitted for inclusion in the DVD slideshow must be on the artists' original CD, purchased legally, and not on a compilation or home-burned CD.

The client also understands, and agrees, that Mike's Photo Memory Montage DVD slideshows are intended for personal, non-commercial use and that no admission fee is to be charged for viewing. Commercial use of our DVD slideshows is prohibited unless otherwise agreed upon by both client and Mike's Photo Memory Montage.

The client also understands and agrees that all final materials produced by Mike's Photo Memory Montage are legally copyrighted by Mike's Photo Memory Montage and may not be duplicated for any reason, without express written permission from Mike's Photo Memory Montage.

Mike's Photo Memory Montage guarantees satisfaction with our product: Your show is eligible for redesign if notification is received by Mike's Photo Memory Montage within 30 days of our shipment date. If redesign or correction is required due to an error on the clients' order form or an error not originating from Mike's Photo Memory Montage, the client is responsible for all Time and Materials and shipping and handling charges to correct the errors as requested by client. If redesign is required due to an error on the part of Mike's Photo Memory Montage all charges to correct the error will be the responsibility of Mike's Photo Memory Montage.

The client understands and agrees that payment in full must be received by Mike's Photo Memory Montage before the completed order is shipped.

*Customer Name: _____

*Customer Name – Printed: _____

*Date: _____

Mike's Photo Memory Montage
1828 North Main Street
Centerville, UT 84014
(801) 335-9380

Ordering

Gathering Materials and Information

1. **Choose Your Photos:** The best photos to include in a DVD slideshow are in-focus, clean of fingerprints and smudges and physically intact. Try to avoid photos which are blurry . If your photos require repairing for rips, fading, red-eye removal (please specify if you want red-eye removal) color corrections or other please specify what corrections you would like for each photo. These corrections will be made according to the Retouching Schedule below.
2. **Arrange and Count Your Photos:** If you have print photos, slides and/or negatives and wish them to be presented in a specific order in the slideshow, number them by placing Post-It (sticky) notes on the **back** of each photo. **Please do not write on your photos with pen or ink, and please do not place your Post-It notes on the front of the photos.** Obtain a total photo count (plus total video minute count if adding video clips) and decide on the package you desire.
3. **Assemble Other Media:** Assemble any combination of your photos, slides, negatives, video clips and digital images and decide on your theme.
4. **Choose Your Music:** If you wish to use your own CDs, select the music you want. However, you must own an original copy of your music selection and submit the original copy with your photographs (your CDs will be returned to you with your order, along with your photographs). Mike's Photo Memory Montage cannot accept compilation or home-burned music CDs. If you don't own the music on CD, Mike's Photo Memory Montage will purchase it for you online - please list the names of the songs and the artists' names. If you are unsure of the number of songs your slideshow will require, please [Contact Us](#) and we will assist you.
5. **Package Your Media:** Package your photos, slides, negatives, videos, music/photo CDs, and payment in full (please pay with check or money order). Please ship your media and supporting materials (insured and certified) to Mike's Photo Memory Montage at the address listed on page 5. PLEASE include contact information and we will confirm receiving your media.
6. **Order Confirmation:** You will receive confirmation from us by either e-mail or telephone as soon as we receive your materials. PLEASE insure accurate contact information.

7. **Order Completion:** Mike's Photo Memory Montage 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, music, videos, etc.) will be returned to you via U.S. Postal Service Priority Mail or Overnight Express Mail, insured, certified and return-receipt requested.

Retouching Schedule

Basic retouching includes removing blemishes, softening eye or smile lines, whitening eyes and teeth, removing minor flyaway hairs, lightening shadows, darkening glare, and converting from color to black and white or sepia tones. Advanced retouching includes changing backgrounds or clothing, altering colors of objects in the photo, and certain body slimming. Basic retouching is available for \$35 for each photo while advanced retouching estimates start at \$50 per photo.