



How To Order

1.	Print this form and follow the directions below. If you have questions please call 856-914-1382 or email support@rjcvideoservices.com .
2.	<p>If you will be paying by check make the check payable to RJC Video Services for the total cost of your order. Please fully complete this form and mail your tapes, completed form, and payment to:</p> <p>RJC Video Services 3003 Tarnbrook Drive Mount Laurel, NJ 08054</p>

Formats Accepted

Currently we are accepting VHS and MiniDV formats.

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: _____

Additional Information

When do you need your order completed

Standard processing time (normally two weeks after order is received)

Rush my order (\$25.00 fee, see Pricing Form on next page)

Date needed by ____/____/____

May we add you to our 'Special Offers and Promotions' mailing list? Yes No Thanks!

For use by RJC Video Services Only (information will not be supplied to any other source).

Check all that apply: E-Mail Standard Mail No Thank you

How did you hear about us?

Search Engine Advertisement Referred by Someone

DVD Information

What would you like the title of your disk to be? This will be printed on your DVD, DVD Case, and also used on your DVD's Menu.

Title: _____

How many tapes are you submitting?

Number of Tapes: _____

Chapter Points: You may choose to have chapter points input at set intervals of 10, 15, 20, or 30 minutes, or specify the time for each chapter on the form below. Each chapter point will have a Thumbnail, on the chapter menu.

Would you like chapter points at set intervals or would you prefer to have them set at specific times? If set at specific times you will need to provide the times on the form below.

RJC Video Services will set the Times Manually

Set my chapters at set intervals of:

10 Minutes 15 Minutes 20 Minutes 30 Minutes

Pricing Form

Description	Price	Quantity	Subtotal, Qty. x Price
The number of hours of video you will be having transferred. A standard VHS tape holds 2 hours of video.	\$30.00 per hour of video transferred. Please place the number of hours in the quantity box.		\$
Check here if you would like a custom background on your DVD menu. You will need to provide us with a photo for the background.	\$25.00 to add a custom background.	N/A	\$

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!