

How To Order

- Step 1.** Print this form and follow the directions below.
- Step 2.** Gather the photos you will be having put to video. We can accept Prints up to 8x10 in size, 35mm Slides, or 35mm Negatives.
- Step 3.** Order Your Photos. Place your photos in the order you would like them to appear in your slideshow. Please label them accordingly. We ask that you number them on the backside either in pencil or with post-it notes.
- Step 4.** Read and fully complete this form. If you have questions or concerns please call us at 1-800-383-2903 or contact us by email at support@DigitalMemoriesOnline.net.
- Step 5.** Send your photos, music, completed order form, and payment to
Digital Memories
5315 Grosbeak Glen
Orient, OH 43146
Please write PHOTOS ENCLOSED DO NOT BEND on your package. It may also be helpful to line your envelope with a piece of cardboard.
- Step 6.** Your Finished. We will contact you when we receive your order. Also, when we complete your project we will send you a completion email notifying you that your order has been shipped back to you along with FedEx tracking numbers.

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 turnaround time (normally two weeks after order is received)
 Rush my order (\$25.00 fee) Date needed by ____/____/____

May we add you to our "Special Offers and Promotions" mailing list? For use by Digital Memories Only.

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

How did you hear about us?

- Search Engine Advertisement Referred by Someone (Person who referred you)

Title Slides: Title slides are slides that contain text. They can be used to describe a group of photos, or be displayed over a photo. You might want to use a title slide as the first picture in your slideshow to act as a title for the show or you might want a caption that adds humor to one of your photos. Three title slides are included with every slideshow. You may add as many as you like. Additional Title slides are \$2.50 each. If you do not want any title slides please leave this section blank or write none below.

Text to appear on Title Slide.

1. _____
Location: Before Over Photo# _____
2. _____
Location: Before Over Photo# _____
3. _____
Location: Before Over Photo# _____
4. _____
Location: Before Over Photo# _____
5. _____
Location: Before Over Photo# _____
6. _____
Location: Before Over Photo# _____
7. _____
Location: Before Over Photo# _____
8. _____
Location: Before Over Photo# _____
9. _____
Location: Before Over Photo# _____

Please use an additional sheet if you would like more titles.

How long would you like each photo to be displayed? This is the length of time each photo will show before transitioning to the next photo. We recommend 7 seconds. You may check a different time below.

- 5 seconds 7 seconds 10 seconds 15 seconds

Music: Music is included at no charge to your slide show. Please include the appropriate amount of music with your order. Multiply the number of slides or photos your show will have by the length, specified above, for each slide to determine the length of your show. For example a slide show with 50 photos and each photo showing for 10 seconds would end up being 500 seconds, or just over 8 minutes in length. Therefore you would need to provide us with 8 minutes worth of music. We can accept music on CD or in MP3 format. Please list below the songs, their location, and which slides they will play during.

List of Songs:

	Song Title	Location	Slides Played During
Ex.	The Rose	Bette Midler Greatest Hits/Track 7	Slides 1-16
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____

Please use an additional sheet if you will need more music.

Disk Title and Label

Please specify a title for your disk. This title will be printed on your disk, disk case, and will also be used on your DVD Slide Shows' menu.

Title: _____

Special Instructions: Please provide any special instructions or comments here.

Pricing Form

Description	Price	Quantity	Subtotal, Quantity x Price
Number of Photos, Prints, Slides, or Negatives to be used in your slideshow.	\$1.50 Each		\$
The number of additional titles you would like. 3 titles are included free of charge.	\$2.50 Each		\$
Additional copies of your DVD Slide Show. Great for family or friends.	\$15.00 each		\$
FedEx Express Savor: 3-4 Days	\$10.00	Not Applicable	\$
FedEx 2 nd Day Air: 2 Days	\$20.00	Not Applicable	\$
FedEx Overnight, US only.	\$30.00	Not Applicable	\$
Rushed Service Fee: Only if you checked the rush my order box on the previous page.	\$25.00	Not Applicable	\$
Check here <input type="checkbox"/> to have your order insured during return shipping.	\$1.00 per \$100.00 of Insurance through FedEx 2 nd Day Air only. FedEx terms and conditions apply.		\$
Check here <input type="checkbox"/> to require a signature when your order is shipped back to you.			
Order Subtotal			\$
Ohio residents should add 6.75% sales tax.			\$
Final Order Cost			\$

Thank You for Your Order

Payment Information

1. Pay by Credit Card by using this order form. Please enter the following information:

Visa MasterCard Discover American Express

Cardholders name exactly as it appears on card. _____

Credit Card Number _____

Expiration Date. ___/___/___

Total Amount to be charged. _____

Your Credit Cards Billing Zip Code. _____

Your Signature _____

2. Pay by check. Make checks payable to Digital Memories for the cost of your order. There is a \$25.00 fee for returned checks.

3. Credit Card Online. We will send an email link upon receiving your order. You may then make a payment online through our secure server.

4. Pay Pal. We will send you an email link with a payment button upon receiving your order. You can then make a credit card payment online through Pay Pal.

5. Credit Card over the phone. We will call you upon receiving your order to take payment.

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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 Digital Memories 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 Digital Memories. Digital Memories is not responsible for any misuse of copyrighted materials submitted by customers, and is not responsible for verifying copyright information. Digital Memories 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

Digital Memories guarantees it will not sell, rent, lease or disclose your contact information, with any third party organizations. Your information will be exclusively used by Digital Memories 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: _____ Date: ____/____/____

Printed Name: _____