

<i>Customer Information</i>		
Name		
Address		
City	State	Zip
Day Phone	Evening Phone	
Email Address		

**Pricing** Select template and total costs

Circle the package and additional services that you would like to order, then complete the Total Order Cost form.

<i>Template Package Pricing</i>	
<i>Template Video</i>	<i>Price</i>
<i>"It Won't Be Like This for Long"</i>	<i>\$80</i>
<i>Pumped Up and Sporty</i>	<i>\$120</i>
<i>"Once in a While"</i>	<i>\$60</i>
<i>Summer Vacation</i>	<i>\$120</i>

<i>Additional Service Pricing</i>		
<i>Service</i>	<i>Price</i>	<i>Qty</i>
<i>Additional DVD Copy</i>	<i>\$5</i>	
<i>Expedited Service - Must Schedule</i>	<i>\$50</i>	<i>Date</i>
<i>Scanning non-digital photos - 10 Pictures</i>	<i>\$5</i>	

<i>Total Order Cost</i>	
Package Total	\$
Extra DVD's Total	\$
Expedited Service Total	\$
Scanned Pictures Total	\$
<b>Total Cost</b>	<b>\$</b>

Upon receipt of your order, you will be sent an email invoice to complete payment using



## Customizing Your Video Gather and Prepare Materials

Read and sign agreement, then complete steps 1 thru 4

### *Disclaimer and Agreement*

I certify that the materials that I am submitting to Olivia's Montages for production of my personalized DVD are my personal property and that they are not to my knowledge copyrighted or I have obtained permission from the copyright owner. I understand that it is best practice to submit copies of pictures as there is risk of damage or loss in transition and processing. The undersigned hereby warrants that this video is to be used exclusively for private home use, and will not be commercially distributed. The undersigned will hold Olivia Jewell harmless for any judgment costs, legal fees, or other expenses that might arise by the reason of any infringement of copyright related to this order. Olivia's Montages disclaims all liabilities for loss or damage of your submitted materials. May we use your completed project for demonstration and use as a future template?    Yes    No

Signature

Date

- Gather pictures and video clips that you want displayed in your montage.
  - You will need approximately the amount specified on the order page of your template video
  - We will use the majority of what you submit but some pictures or video clips may be left out, so it is useful to submit a few extra
  - Choose action shots and memorable pictures more than portrait shots, this creates a more involved video
  - Select an order for your pictures and video clips then number them accordingly (For digital, change the name of the file for the order, ie. your first picture "01". For paper pictures, number them using a sticky note or similar material)

- Decide if you would like titles and captions with and throughout your template video. If you would like them, complete the following; if not, write n/a on the provided form:

Do you have a specific title and labels in mind for your video?    Yes    No

If Yes, complete this table

Title and Labels	
Picture or Video Clip #	Caption
Title Slide	

If No, would you like us to create them for you?    Yes    No

3. Is there anything else that you would like us to know that would help us to personalize your video? If so, please indicate in the comments form below. Also, please include any further instructions related to previous sections of this form.

Comments

4. Would you like your finalized video to be printed on a DVD with normal DVD menu and features, or set up with a continuous loop (the video will play over and over)?

*Normal Menu*

*Continuous Looping*

How did you hear about us?

- Web Search. If so, which search engine or website? \_\_\_\_\_
- Previous Customer \_\_\_\_\_ (We will send them a coupon for a future discount)
- Other \_\_\_\_\_

## Mailing Almost Done

Review the checklist, and then follow the mailing instructions to get your project started

- Complete the Customer Information Section of this Form
- Complete the Total Order Cost Form
- Read and signed Disclaimer and Agreement
- Gathered and combined pictures and video clips and numbered them accordingly
- Completed Title and Labels form

### Mail Preparation Instructions:

For *digital media*, include files on a CD or DVD, and mail in appropriate packaging.

For *paper pictures*, we recommend making sure that you have copies first, then place them in a protective bag, using a support (card board, etc) to prevent from bending, and write "Pictures do not bend" on the outside of your packaging. (We will use the same care in returning your materials with your completed project.)

Submit all materials as well as the completed Order Form to:

*O. Jewell Videos  
PO Box 173  
Ware Neck, VA 23178*

*Congratulations, you're a few weeks away from receiving your completed project. We will contact you via email upon receiving your package, and send you an invoice requesting payment. Upon receipt of payment, we will begin working on your order and send you an email with an estimated completion date.*

\*\*\*You do not need to submit this page with your order