

WOODLAND FILM TRANSFER — ORDER FORM

Please fill this form out and include it with your movie films and video tapes.
If shipping order in multiple boxes, please include a copy of this form in each box.

SECTION 1 – CLIENT INFORMATION

(If you wish that your materials be returned to a different address, please indicate on the reverse of this page.)

Name _____
Address _____
City _____ State/Province _____
Zip/Postal Code _____ Country _____
Email _____ Day Phone _____ Evening Phone _____

Is this a Business or Residential address?

All film orders are returned via UPS Insured Ground transport, Adult Signature Required. Please make sure to indicate if you wish us to use alternate shipping methods or service levels.

SECTION 2a – FILM INFORMATION

Number of reels _____ Are reels numbered? Yes No
We will splice camera reels (50 foot reels) onto new plastic reels. Your film **WILL BE** returned. Do you wish the old (empty) reels and/or boxes returned? Yes No
Do you wish to have us leave a short section of leader between reels to aid in reel identification? Yes No

SECTION 2b – VIDEOTAPE INFORMATION

Number of tapes _____

SECTION 3 – TRANSFER FORMAT (Digital Master)

(CIRCLE ONE)

Digital8* miniDV* DVD DVCam Large Tape* DVCam Small Tape*

*Blank Tape charges apply

SECTION 4 – BACKGROUND MUSIC (Available on Film Transfer Orders Only)

Background Music can be added for an additional charge. This consists of easy listening selections from our licensed professional music library.

Do you wish to add background music? Yes No

SECTION 5 – ADDITIONAL COPIES

Duplicates from the digital masters can be made for an additional fee. Please indicate number and format of additional copies below.

Number _____ Format (circle) VHS S-VHS Video8 Hi-8 Digital8 miniDV DVD DVCam

Number _____ Format (circle) VHS S-VHS Video8 Hi-8 Digital8 miniDV DVD DVCam

SECTION 6 – TITLES (Available on Film Transfer Orders Only)

We can add titles at the beginning and between reels. If you wish to add titles, please indicate on a separate sheet what they are and where they are to be placed. (Additional charges will apply)

Do you wish to add titles? Yes No

SECTION 7 – PAYMENT

Payment Type: Check Money Order Credit Card

Card Type: VISA Master Card Discover

Card Number _____ - _____ - _____ - _____ Expiration Date: _____

CVV number (Last three digits on back of card after account #) _____ Blank illegible

Name on card: _____ Signature: _____

If address in section 1 is not billing address, please indicate on reverse of this sheet.

Shipping Label

From:

Woodland Film Transfer
1508 Osage Ct.
Sioux City, IA 51104

-----Fold here and tape or affix to outside of box-----

Packing & Shipping instructions.

To prepare your film for shipment, you can either prepare the films and package them yourself, or take them to a packaging and shipping vendor, such as The UPS Store or FedEx Kinkos. If you choose to package the film yourself, we have provided a list of helpful guidelines below.

1. Be sure to use a carrier that has a *trackable* shipping service, ie: UPS, FedEx, DHL, or the U.S. Post Office's Express Mail.
2. Make sure your films are numbered in the order you want them to be transferred (if necessary).
3. Wrapping or enclosing the films in plastic bags will keep the films dry in the unlikely event that the box becomes wet.
4. Pack the films in a sturdy, preferably double-walled cardboard box, using plenty of Styrofoam peanuts or bubble wrap.
5. Make sure you have enclosed the order form inside the box.
6. DO NOT ship your films in crumpled newspaper.(This is not the best packing material, as it will not return to shape when crushed in shipping.
7. DO NOT label your films with Post-It notes (They will come off, leaving your films unlabeled).
8. Use an oversize box that will allow us to re-use the box to ship the completed films and tapes back to you. This helps us keep the shipping costs low and is also better for the environment.
9. Make sure the address labeling on the outside of the box is clear and easy to read. For your convenience, use the shipping label that is part of this file to ship your films.