

# AUDIO & VIDEO TAPE CONVERSION ORDER FORM

## CONTACT DETAILS

<b>FIRM:</b>	<b>INVOICE NO.:</b>
<b>CONTACT NAME:</b>	<b>OFFICE USE ONLY:</b>
<b>CONTACT NUMBER:</b>	<b>TODAY'S DATE:</b>
<b>MATTER NO.:</b>	<b>MATTER NAME/REF NO.:</b>
<b>ADDRESS:</b>	<b>EMAIL:</b>

### OFFICE DROP-OFF

### POSTAL DELIVERY

## VIDEO TAPES SUPPLIED (Please specify quantity for each)

<b>VHS TAPE</b> 	<b>Hi8/Video8 TAPE</b> 	<b>MiniDV TAPE</b> 	<b>BETAMAX TAPE</b> 	<b>EIAJ HELICAL REELS</b> 
<b>QTY:</b>	<b>QTY:</b>	<b>QTY:</b>	<b>QTY:</b>	<b>QTY:</b>
<b>VHS-C TAPE</b> 	<b>MICROMV TAPE</b> 	<b>DVCAM TAPE</b> 	<b>SUPER 8 REELS</b> 	<b>8MM</b> 
<b>QTY:</b>	<b>QTY:</b>	<b>QTY:</b>	<b>QTY:</b>	<b>QTY:</b>

## AUDIO TAPES SUPPLIED (Please specify quantity for each)

<b>AUDIO CASSETTE TAPE</b> 	<b>MICRO CASSETTE TAPE</b> 	<b>MINI CASSETTE TAPE</b> 	<b>OTHER TAPE (SPECIFY)</b>
<b>QTY:</b>	<b>QTY:</b>	<b>QTY:</b>	<b>QTY:</b>

## VIDEO DIGITISATION INSTRUCTIONS

<b>DIGITISING TAPE</b>	EVERYTHING	TIME (SPECIFY):	
	HOME VIDEOS	OTHER (SPECIFY):	
<b>FILE FORMAT</b>	MP4	MPEG	OTHER
<b>VIDEO QUALITY</b>	AS ORIGINAL	YES (SELECT BELOW)	
<b>UPGRADE QUALITY</b> (Depends on the video tape quality)	720P	1080P	4K
<b>QUICK TURNAROUND</b>	NO	YES	

## AUDIO DIGITISATION INSTRUCTIONS

<b>DIGITISING TAPE</b>	EVERYTHING	TIME (SPECIFY):	
<b>QUALITY</b>	AS ORIGINAL	HIGH QUALITY	NONE
<b>FILE FORMAT</b>	MP3	WAV	OTHER

## TAPE REPAIR AND PROCESSING

- We provide minor repairs for damaged audio and video tapes.
- Occasionally, tapes may get damaged during conversion due to aging. We perform minor repairs in-house and will notify customers before proceeding with any repairs.
- If the tapes are blank, you won't be charged. If you suspect any tapes might be blank, please separate and label them as "possibly blank" if possible.

## DELIVERY METHOD

<b>OUTPUT FORMAT</b>	USB	DVD	CLOUD
	HARD DRIVE	OWN USB/HARD DRIVE	OTHER
<b>ADDITIONAL COPIES</b>	NO	YES	DVD (QTY)
	USB (QTY)	HARD DRIVE (QTY)	OTHER (QTY)

## SPECIAL INSTRUCTIONS

## OFFICE USE ONLY

<b>PARCEL ARRIVAL DATE:</b>		<b>NO. OF TAPES RECEIVED:</b>	
<b>PARCEL ARRIVAL NOTES:</b>			
<b>DELIVERY BOOKED DATE:</b>		<b>DELIVERY COMPANY.:</b>	
<b>DELIVERY BOOKED BY (NAME):</b>		<b>DELIVERY REF NO:</b>	