



**Instructions: Print This Form Out - Fill in both page 1 and page 2 of the form - Include with your media.**

Your Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Daytime Phone Number (\_\_\_\_) \_\_\_\_\_ Evening Phone Number \_\_\_\_\_

Email Address (**required**) \_\_\_\_\_

Project Title (**required**) \_\_\_\_\_

**In each step below, mark at least one box:**

Step 1. What format do you want your finished production in?: (if finished project is to be on DVD - select DVD)

AVI  DVD  MOV  MP4  Other \_\_\_\_\_

Step 2. What media do you want to save your data to?

DVD  Cloud Vendor  Flash Drive (Supplied by Client)  Other \_\_\_\_\_

Special Instructions :

**Use this guide to determine how much film you have for conversion**

Reel Diameter (Edge to Opposite Edge)	Number of Feet	Number of Minutes	Cost per reel
3-inch	50 feet	3 min	\$6
4-inch	100 feet	6 min	\$12
5-inch	200 feet	12 min	\$24
6-inch	300 feet	18 min	\$36
7-inch	400 feet	24 min	\$48



## Order Options

**Enter a quantity amount in each applicable line**

Item	Description	Minimum pricing per foot of film	Feet
Regular 8mm Reel Film/ Super 8mm Reel Film	Straight copy of your film to DVD, Cloud or Flash Drive	.12 per foot (Max. 1500 feet in a DVD) for Flashdrive or other non-DVD, cost will be .10 per foot	
			<b>Music</b>
Music	Add background music to film – Select from type of music genre below Folk, Rock, Blues, Country, Classical, 50s, 60s, 70s, Big Band, Easy Listening, Holiday, General	\$5.00 per DVD	

### Example:

**You have 10 reels that are 3 inches (500 feet) and 2 reels that are 7 inches (800 feet). Based on the reel size you have about 1300 feet of film to be converted. You also want General music and Holiday music during holiday scenes. Fill out this form as shown below.**

**In this example, film conversion would be \$161.00. This would include a DVD, Title page and chapter breaks. There would be no menu to select chapters.**

Step 1. What format do you want your finished production in?:

AVI  DVD  MOV  MP4  Other \_\_\_\_\_

Step 2. What media do you want to save your data to?

DVD  Cloud Vendor  Flash Drive (Supplied by Client)  Other \_\_\_\_\_

**Special Instructions : none**

Item	Description	Minimum pricing per foot of film	Feet
Regular 8mm Reel Film/ Super 8mm Reel Film	Straight copy of your film to DVD, Cloud or Flash Drive	.12 per foot (Max. 1500 feet in a DVD) for Flashdrive or other non-DVD, cost will be .10 per foot	<b>1300</b>
			<b>Music</b>
Music	Add background music to film – Select from type of music genre below Folk, Rock, Blues, Country, Classical, 50s, 60s, 70s, Big Band, Easy Listening, Holiday, General	\$5.00 per DVD	<b>General and Holiday</b>



## **Planning your project...**

Gather your film reels up. Put a sticky note on each reel indicating title of reel. Also include sequence of reel or other information you want us to know about the reel. Print out this form. Fill out the form and include it with your reels. Make sure to pack your reels carefully so they will not get damaged.

If you are dropping off your reels at our office, you can do so at our address below. We have a brown drop off box that you can place your reels inside of. This is located inside our main entrance on the left side.

If not, place reels along with your order form in a strong box, packed to hold your reels secure. Your local Post Office has boxes that can be purchased to hold your reels for shipment. Make sure to send us an email (rdmdigital@gmail.com) stating that you are sending the reels. Send your box to the following address:

RDM Digital  
119 North Washington  
New Ulm MN 56073

Phone# 507-217-9707  
rdmdigital@gmail.com

**Please contact RDM Digital before sending any media. If you have any questions we can respond quickly via email.**

## **Terms and Conditions:**

When submitting photos, slides, negatives, film or records to us, client acknowledges and agrees that RDM Digital and any individual or business affiliated with RDM Digital shall not be liable for any loss or damage to such materials before we receive the shipment, this includes the shipping itself. If following receipt of the shipment we see damage we will immediately contact the client to verify their knowledge of the damage and if needed, a return of the shipment may be warranted. RDM Digital makes no other warranty and assumes no other risk and shall not be liable for any indirect special, incidental, or consequential damages resulting from client's use of our services. This agreement excludes specifically any counteroffers by client.

Client warrants that the slides, negatives, or photos submitted to RDM Digital for processing are not protected by a third party copyright owner or if protected, the client has obtained permission of such third party copyright holder to make copies. Client also agrees to protect and indemnify RDM Digital (or its assignees) from any costs related to copyright infringement.

## **Our Privacy Policy:**

At RDM Digital we respect your right to privacy. The information collected from you is used solely to fulfill your order. We do not share, rent, sell, or exchange any information you provide with any third party. We do not and will not publish any personal information provided by you. For this reason, it is our policy not to provide customer references when requested. Any information divulged will be done so only if required by a court order or if required by a law enforcement agency.

With regards to videos, they are viewed only by the staff member working on the DVD, and then only briefly for quality assurance purposes. Videos are not viewed in their entirety by staff. In addition, we do not keep archives of videos. We only maintain an archived copy of your project on DVD.

## **E-mail**

We use e-mail only to correspond with you about your order. As an active anti-spam supporter, we do not send spam, special promotion propaganda, or send out newsletters or special promotions. Additionally, we do not provide your e-mail address to any third party.