



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	

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. Fill out this form as shown below.

In this example, for a DVD, film conversion would be \$156.00. This would include a DVD, Title page and chapter breaks. There would be no menu to select chapters.

In this example, for a Flash Drive, conversion would be \$130.00. This would include chapter breaks. Flash drive cost would be customer provided or we can provide at cost. 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	1300



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 home/office porch entrance on the right side. We will process the reels and keep you updated via email on the progress of your project.

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.

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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.