



**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) _____

In each step below, mark at least one box:

Step 1. What format do you want your finished production in?: (if unknown select MP3)

MP3 WAV WMA AAC Other _____

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

CD (**add \$3.00 to cost for each cassette**) Cloud Vendor Flash Drive (Supplied by Client) Other _____

Special Instructions:



Order Options

Enter a quantity amount in each applicable line

Item	Description	Minimum pricing per Cassette	Qty
Cassette	Straight copy of your Cassette to WAV, MP3, WMA or any other format requested.	\$7.00	

Example:

You have 4 Cassettes you want converted to MP3, and stored on a Flash Drive. Fill out this form as shown below. In this example, total cost to you for this project would be \$28.00. If you wanted your cassettes on CD with matching album cover, you would add \$3 for each cassette CD. So adding \$12 to project total would be a total of \$40.00.

What format do you want your finished production in?: (if unknown select MP3)

MP3 WAV WMA AAC Other _____

What media do you want to save your data to?

CD Cloud Vendor Flash Drive (Supplied by Client) Other _____

Special Instructions: none

Item	Description	Minimum pricing per album	Qty
Cassettes	Straight copy of your Cassette to WAV, MP3, WMA or any other format requested.	\$7.00	4



Planning your project...

Place your Cassettes in a secure box. Print out this form. Fill out the form and include it with your Cassettes.

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

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

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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.