



**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 album**)  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 record	Qty
LPs or 78s	Straight copy of your LP to WAV, MP3, WMA or any other format requested. This cost is per LP record. If an album has 4 LPs then the cost would be 4 x \$5.00.	\$5.00	
Item	Description	Minimum pricing per record	Qty
45s	Straight copy of your 45 to WAV, MP3, WMA or any other format requested. Both sides copied. Contact RDM Digital if you have multiple 45s to copy and want a CD created.	\$2.00	

### Example:

You have 1 LP album with 2 records inside, and 10 - 45s 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 \$30.00. If you wanted your album on a CD with matching album cover, you would add \$3 for total project cost of \$33.00

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 record	Qty
LPs or 78s	Straight copy of your LP to WAV, MP3, WMA or any other format requested. This cost is per LP record. If an album has 4 LPs then the cost would be 4 x \$7.00.	\$5.00	<b>2</b>
Item	Description	Minimum pricing per record	Qty
45s	Straight copy of your 45 to WAV, MP3, WMA or any other format requested. Both sides copied. Contact RDM Digital if you have multiple 45s to copy and want a CD created.	\$2.00	<b>10</b>



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

Place your LP's in a secure box. Print out this form. Fill out the form and include it with your LPs.

If you are dropping off your LPs at our office, you can do so at our address below. We have a brown drop off box that you can place your LPs inside of. This is located inside our home porch entrance on the right side. We will process the LPs and keep you updated via email on the progress of your project.

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