



**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 JPEG)

JPEG  TIFF  Other \_\_\_\_\_

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

CD  DVD  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 Photo	Qty
Photos	Straight copy of your photos to DVD, CD, Cloud or Flash Drive Photos are scanned at 800dpi and in format you request.	0.17	
Add captions to photos	Captions are added to the photo itself at the bottom, either from writing on the slide itself or a sticky note on the slide. This is useful for funeral displays – showing names of people on older photos.	.05	
Add captions to metadata for descriptions	Captions/descriptions are added to any scanned photo that is requested, either from writing on the photo itself or a sticky note on the photo.	.05	

### Example:

**You have 100 Photos you want scanned to JPEG images and stored on a Flash Drive. You also want captions added to 50 of them. Fill out this form as shown below.**

**In this example, photo scanning would be \$17.00, and captions \$2.50, for a total of \$17.50.**

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

JPEG    TIFF    Other \_\_\_\_\_

What media do you want to save your data to?

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

**Special Instructions: none**

Item	Description	Minimum pricing per Photo	Qty
Photos	Straight copy of your photos to DVD, CD, Cloud or Flash Drive Photos are scanned at 800dpi and in format you request.	0.17	100
Add captions to photos	Captions are added to the photo itself at the bottom, either from writing on the slide itself or a sticky note on the slide. This is useful for funeral displays – showing names of people on older photos.	.05	
Add captions to metadata for descriptions	Captions/descriptions are added to any scanned photo that is requested, either from writing on the photo itself or a sticky note on the photo.	.05	50



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

Sort your photos into chronological order. Rubber band or string them together. Put a sticky note on the pile indicating year, title, any special name. If you have more than one pile, number the pile accordingly, i.e. pile #1, pile #2. Print out this form. Fill out the form and include it with your photos.

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

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

RDM Digital  
119 North Washington  
New Ulm MN 56073

Phone# 507-217-9707  
[rdmdigital@gmail.com](mailto: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.