RDM digital

Moving Memories Forward

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 unknown select DVD)
☐ AVI ☐ DVD ☐ MOV ☐ MP4 ☐ Other _____

Step 2. What media do you want to save your data to? (if unknown select DVD)
☐ DVD ☐ Cloud Vendor ☐ Flash Drive (Supplied by Client) ☐ Other _____

Step 3. Besides original copy, how many copies of your DVD would you like? _____ (Qty)
Copies are $10 each

Special Instructions :

Order Options

Enter a quantity amount in each applicable line

Item	Description	Minimum pricing per 2 hours film	Hours
VHS, Hi8, Digital 8 or VHS-C	Straight copy of your tapes to DVD, Cloud or Flash Drive	$15.00	

Example:

You have 2 tapes that have 1 hour of film on each. Because DVDs can fit 2 hours of film on them, these 1 hour tapes will fit on one DVD. Fill out this form as shown below.
In this example, tape conversion would be $15.00. 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 X DVD ☐ MOV ☐ MP4 ☐ Other _____

Step 2. What media do you want to save your data to? (if unknown select DVD)
X DVD ☐ Cloud Vendor ☐ Flash Drive (Supplied by Client) ☐ Other _____

Special Instructions : none

Item	Description	Minimum pricing per 2 hours film	Hours
VHS, Hi8, Digital 8 or VHS-C	Straight copy of your tapes to DVD, Cloud or Flash Drive	$15.00	2

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Planning your project...

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

If you are dropping off your tapes at our office, 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 main entrance on the left side.

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

RDM Digital
210 N Oak Avenue, 411
Owatonna MN 55060

Phone# 507-217-7981
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.