



A Door To Memories
 (724) 630-1212
 www.adoortomemories.com

NAME _____

MATERIALS RELEASED FOR SERVICE _____

DELIVERY DATE _____

Thank you for your order!

_____ DUE DATE

Order Form



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 (724) 630-1212
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ORDER DATE _____ RECEIVED BY _____ JOB # _____

CONTACT _____

ADDRESS _____

DAY # _____ CITY _____ STATE _____ ZIP _____

CELL # _____ E-MAIL _____

CONTACTED BY _____ 1ST ATTEMPT _____ 2ND ATTEMPT _____

NUMBER OF ORIGINALS

TRANSFER TO

NUMBER OF COPIES

RATES

VIDEO TAPES _____

DVD VHS

Videotapes are \$20 per hour to transfer

FILM REELS _____

DVD VHS

Film is 20¢ per foot to transfer

DISCS _____

DVD CD

Rates vary based on quantity

PHOTOS/SLIDES _____

DVD CD

Rates vary based on customized options

Rest assured that all originals are handled with utmost care and the process we use will not damage your materials in any way.

SPECIAL INSTRUCTIONS: *(Please include your disc title, title screens, music preferences, individual project needs, special handling requirements, etc.)*

TECHNICIAN _____ DATE _____ COMMENTS _____

COST ESTIMATE

ACTUAL PRICE

of Hours _____ @ _____ each = _____

Subtotal \$ _____

of Feet _____ @ _____ each = _____

Sales Tax \$ _____

of Copies _____ @ _____ each = _____

Other _____ @ _____ each = _____

Balance Due \$ _____

Other _____ @ _____ each = _____

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REV. 5/07

Signature _____