

Your finished package will include your digitized and enhanced audio on an archival CD, custom printed with your project title. Your CD will be packaged in a slimline jewel case.

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## Create Your Project

This form is to place an order for audio transfer and to figure a basic estimate for your project. Keep in mind that the total number of CD originals or extra copies does not have to be exact. We will contact you with the number of total discs required to complete your project after we have imported the audio.

Along with your order and down payment, please complete the **project worksheet** associated with your project. This worksheet will walk you through titling and grouping along with other project options. *Include this worksheet with your package to ensure your completed project turns out just as you expect.*

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## Step One: Quantity

Each CD will hold a maximum of 80 minutes of audio. You can consolidate your tapes, reels, and records onto as few CDs as possible, or you can separate your project onto several discs.

This form is an estimate only. Your final total will be determined as your order is completed. If you are not sure how many CDs your order will be, just enter "1".

Each CD original is \$10.00 - You will need one CD original for every 80 minutes of audio

estimated number of CDs to complete your project  
\$10

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## Step Two: Extra Copies

Please enter the number of copies of the entire project that you would like - the actual number of discs required to complete a "set" will be determined upon project completion. This form is to determine an estimate for your project total. We will contact you when your transfers have been completed to give you the opportunity to add or delete extra copies of your project before you are charged.

estimated number of extra copies  
\$2 per copy

# Payment and Shipping Information

order form

Thank you for your order! We request only a down payment at this time equal to approximately half of your final total. Your final balance due will be determined by the total number of discs, scans, and transfers required to complete your order. You will be informed of your total balance due at the completion of your order. We ask that all orders are paid in full prior to making your final project available for pickup or shipment.

## Payment Method

Credit Card

Cash / Money Order

Check / Cashier's Check

## Credit Card Details



Credit Card Number

CVV Code

\_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Expiration Date

Cardholder Signature

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## Billing Information

Company \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Postal Code \_\_\_\_\_

Daytime Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

## Shipping Information

*Check this box if the shipping details are the same as the billing details*

Company \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Postal Code \_\_\_\_\_

Daytime Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

## Special Instructions / Comments About Your Project

### A Project Title

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Think of a name for your project - this will be the title that is printed on the surface of your disc. Common titles include the family name and date range of the audio footage or the name of the event and person speaking in the footage..



### B Arrange Audio Footage

If you wish to have your imported audio arranged in a certain order on the CD, simply label the originals with the number in which you would like them to be arranged. Masking tape or sticky notes work very well for numbering your originals. *This feature is available at no extra charge.*