



## ORDER FORM

Place Your Order With this Form - Use this or the online form. Sign and date before mailing it to us. Please do not ship anything without notifying us that your package is on the way. \* Entries are required for fields marked with an asterisk

### Customer Contact Information (Please Print Clearly)

* Name		
* Address		
* City	* State	* Zip
* Email Address	* Primary Phone	* Other Phone

\* Number of images you are shipping for video inclusion (provide exact number)

Photo Prints	Digital Images	Total

\* DVD Package      Basic       Deluxe

\* Method of Payment (Please check one)

Money Order/Cashier's Check              Personal/Business Check

Choose PayPal to conveniently pay with any credit card. All you need is your email address and your credit card.

\* Return Shipping Method

UPS or FedEx 2-3 Business Days       UPS or FedEx Express (next Business Day)   
UPS or USPS Ground Delivery

**Project Details (Please print clearly)**

Subject of Video
Title for DVD Label
Theme of Video
Image for DVD Cover (picture name or description)
Date Video is Required

**Optional Additional Items**

# Images for moderate restoration (FREE) (Common scratches, cracks, spotty discoloration - Identify these images with a sticky note on the back or put them in a separate envelope within your shipping box)

# images for major restoration (\$25 each) (Major cracks, and spot discoloration) Identify these images with a sticky note on the back or put them in a separate envelope within your shipping box)

Backup Copy of DVD    Yes     No     Number of copies \_\_\_\_\_

Preview on the internet (\$30)    Yes     No     (Allows you to preview your video on internet before shipment)

**Background Music Preferences** - List all songs and whether you or JRoss will supply the song. You will need roughly 1 song for every 25 images. Songs we purchase are \$2 each (List Titles, Artists).

Song Title	Artist	Provided by You or JRoss

If you don't state your music preferences and don't ship your music, we can select something that we feel is appropriate for your theme from our royalty-free library at no charge. We believe you will be more satisfied if you pick the music.

**Sequencing and Other Instructions**

Prints -- Please organize in the order you want in your video.

Digital Picture Images - Organize the pictures in the order you wish them to be presented and number their individual picture-names appropriately.

Opening Title (Please print clearly)
Closing Title (Please print clearly)

**Image Captions (Please print clearly)**

Identify Image	Caption

**Are there other enhancements (Deluxe Only) ?** -- At times we use photos from our library to enhance your video. For example flowers, birds, animals, landscapes, sports symbols, hobby objects. Let us know if you want any of this in your video. There is no charge for this with Deluxe.


Is there any **additional text** that you would like in your video story? Describe where you would like the text to be placed. Some examples are: Genealogy, wedding vows, poetry, Scripture verses, and special occasion dates like birth dates, anniversaries, and event information, personal facts like graduation and educational achievements, and historical data. You also may use this space to provide any additional informal not covered above.


**Are there any other instructions?**

**J Ross Video Customer Agreement**

By submitting your photographic media to J Ross Video for inclusion in your DVD video, you acknowledge and agree that we shall not be liable for any loss or damage to your materials during the shipping process, either to or from us. Any materials sent to J Ross will receive our utmost care. In the very unlikely event of loss of your materials while in our care, our liability is limited to the price of your video. In case of loss of any materials that we create for you (DVDs), we will replace them if we are notified of loss within 15 days of shipment. All copyrighted music submitted for inclusion in the DVD video must be on the artists' original CD. J Ross DVDs are designed and intended for personal, non-commercial use.

You certify that anything you send us to include on your video is free of copyright restrictions or that you have permission from copyright holders to use their material.

Your video is eligible for modification if notification is received by J Ross Video within 10 days of our shipment date. If redesign or correction is required due to an error on your order form or an error not originating from us, you are responsible for shipping and handling charges for the replacement DVDs.

Payment in full must be received by us before a completed order is shipped. By submitting this video order, you are agreeing to the above terms.

Signature	Date
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Please email us for our address when you are ready to ship your photos to us.