

Customer Contact Information

Name:		Phone #:	
Address:		Email:	

Monday 8am – 1 pm
 Tuesday 8am – 5:00pm
 Wednesday 8am – 5:00pm
 Thursday 8am – 5:00pm
 Friday 8am – 5:00pm

Photo Scanning (output to JPEG by default)			
Output to 8 bit format (\$.30) & 16 bit format (\$.50) available			
Scanned Resolution (pixels per inch)	Untouched	Pro Scan	Qty
Photos up to 5" x 7"	300 PPI	\$0.65	\$0.79
	600 PPI	\$0.85	\$0.99
Photos larger than 5" x 7" up to 8.5" x 11"	300 PPI	\$1.09	\$1.29
	600 PPI	\$1.29	\$1.59
Photos larger than 8.5"x11" up to 12"x17"	300 PPI	\$4.49	\$5.99
	600 PPI	\$6.49	\$7.99
Extra large photo stitching (per piece)			\$5.99
Photo frame access per frame			\$4.00
Custom naming (per image)			\$0.50
Output			
Data Disc (additional copies \$7 each)			\$10.00
Web Upload: \$2 per 1GB			

Photo Restoration & Video Editing	Qty
Prorated on hourly basis	\$75.00

DVD slideshow (price includes one DVD & one draft)		Price	Qty
Price does not include photo scanning or editing time			
DVD with 200 images		\$75.00	
- Additional images (cost per image)		\$0.25	
- Music provided by customer		\$3.00	
- Music downloaded from iTunes		\$4.00	
- Title Slide		\$3.00	
- DVD Menu (8 chapters max)		\$15.00	
- Additional playable DVD		\$7.00	

Slides & Negatives (per frame)			
Output to 8 bit format (\$.25) & 16 bit format (\$.50) available			
Scanned Resolution (pixels per inch)	Raw Scan	Pro Scan	Qty
35mm slides & negatives	2000 PPI	\$0.65	\$0.80
	4000 PPI	\$0.80	\$0.95
NO FRAME SELECTION NOT AVAILABLE			
Slides in individual metal cases or single negatives			\$0.25
Medium format			
	1000 PPI	\$2.00	
	2000 PPI	\$4.00	
Large format			
	600 PPI	\$3.00	
	1000 PPI	\$6.00	
Data Disc (additional copies \$10 each)			\$10.00
PDF File			\$10.00
Web Upload: \$2 per 1GB			

Labeling

All DVDs and CDs are complimentary labeled with B&W text (6 lines or 150 characters, whichever comes first).

_____ B&W text, using the labels on the media

_____ B&W text, using custom labels (please neatly write out on the next page or email)

*Blu-Ray discs require a Blu-Ray player

Film Transfer (8mm, Super 8 & 16mm) - Includes cleaning, adding leader if necessary & overall reel auto color correction			
	SD	HD*	Qty
Silent Film (cost per foot)	\$0.33	\$0.45	
Output			
- Title Slide		\$3.00	
- DVD Menu (per page, 8 chapters max)		\$15.00	
- Playable DVD		\$10.00	
- Blu-ray Disc*		\$30.00	
- Frame-by-frame still images to hard drive, per hour		\$25.00	
- MOV, AVI or MP4 to external hard drive (per hour)		\$25.00	
- [REDACTED] HD MPG4		\$30.00	

Video Transfer (price includes one 2hr playable DVD)		
Playable DVD, cost per tape	Price	Qty
- VHS, VHS-C, Hi 8, 8mm, Video8, MiniDV to DVD	1 – 30 minutes \$18.00	
- VHS, VHS-C, Hi 8, 8mm, Video8, MiniDV to DVD	31 – 120 mins \$20.00	
Combine tapes when possible	Yes No	
- DVCam / HDV to SD DVD, up to 2 hours	\$30.00	
- PAL Video Tapes	\$30.00	
- Tape repair	\$15.00	
- Additional playable DVDs, each	\$7.00	
- DVD Menu (per page, 8 chapters max)	\$15.00	
Up to 10 hours Standard Def footage onto Blu-Ray Disc* (in addition to transfer cost)	\$25.00	
Computer File Output Options		
- MOV / AVI to DVD-Rom (20 minutes max)	\$25.00	
- MOV / AVI or MP4 per hour (pro-rated after 1st hr)	\$25.00	
- DVCam / HDV to MOV / AVI or MP4 per hour	\$30.00	
- PAL Video to MOV, AVI or MP4 per hour	\$30.00	

Audio Transfer (price includes one 80 minute CD)		
	Price	Qty
- Audio or micro-cassette tape to CD or file	1 – 30 mins \$16.00	
- Audio or micro-cassette tape to CD or file	31 - 120 mins \$20.00	
- ¼ inch Reel-to-Reel to CD, up to an hour	\$20.00	
- ¼ inch Reel-to-Reel to CD, 1 – 2 hours (\$15/hr after the first 2 hours)	\$35.00	
- CD Back-up to MP3, WAV, AIFF - per CD	\$1.25	
- Manual CD title input (burned discs)	\$1.50	
- Additional playable CD (80 min. max)	\$7.00	
- Audio track creation is only available for commercial productions where the tracks are clearly separated by blank space (silence), if requested. Otherwise, each side will be it's own individual track.		

Information on Hard Drives & File Types

- You can supply your own empty external hard drive or purchase one from Digital Roots Studio.
- If the hard drive is not empty, Digital Roots Studio is not responsible for any files that may be compromised.
- Your hard drive must be formatted NTFS or exFat. NO drives formatted FAT32 for video & film orders.
- We recommend a hard drive that is both PC and Mac compatible without having to format it.
- For Standard Def, 1 hour of footage = approx. 15 GB
- For MP4/H264, 1 hour of footage = approx. 1.5 GB
- MOV files can be edited on a Mac, or viewed on any computer
- AVI files can be edited on a PC, or viewed on any computer
- MP4 / MPEG4 are "internet-ready" and can be edited on both Mac or PC



- Instructions:**
1. Print form
 2. Fill in applicable sections
 3. Sign and include with materials

Digital Roots Studio
 510-922-8481
 1329 Solano Ave
 Albany, CA 94706
 info@digitalrootsstudio.com

Customer Contact Information: PLEASE PRINT CLEARLY

Name:		Phone #:	
Address:		Email:	

*Monday 8am – 1 pm
 Tuesday 8am – 5:00pm
 Wednesday 8am – 5:00pm
 Thursday 8am – 5:00pm
 Friday 8am – 5:00pm*

Payment			
(select one)			Expiration date:
Cash	Check	Credit Card	
Card #:			
_____	_____	_____	_____
Visa	MC	DC	Amex
Name as it appears on card			
Billing address			

Additional Notes:

DO NOT SHIP TO OUR OFFICE ADDRESS

Drivers are leaving packages on the street and b/c of this we ask that orders be shipped to our UPS box. Address Below.

Return shipping (please choose one)			
USPS Priority Mail (\$7.25 - \$10)	UPS Ground (\$10 - \$15)	Pick-Up	Other:

Total
Sub-total _____
\$15 Set-up fee applied for orders less than \$15 _____
10.75% Sales Tax (City of Albany) or your city's sales tax, if order will be shipped back to you (No Tax charged for out of state shipments) _____
Return shipping estimate _____
Total _____

Terms & Conditions: Please read & sign (required)

1. I certify that I, the undersigned, am either the copyright holder for the enclosed photos, film, videos, audio, or I, the undersigned, have the legal right to have them reproduced. Furthermore, I agree to indemnify and hold harmless Digital Roots Studio and its officers and employees from any legal actions brought against them in connection with any intellectual property claims by any third parties arising out of services performed for me.
2. Digital Roots Studio's liability for loss or damage is limited to the value of the order.
3. A set-up charge of \$15 will be applied to scanning orders less than \$15.
4. All files are kept in the Digital Roots Studio system for 2 weeks from the invoice date. I agree to retrieve my materials within this timeframe; any changes thereafter will accrue editing time.
5. I accept that the final invoice may exceed the estimated cost by \$40 without prior notification. If the final invoice will exceed the estimate by \$41 or more, DRS will notify me for confirmation.
6. I have read and understood these terms and conditions and authorize Digital Roots Studio to conduct the specified work.

Signature _____ Date _____

Evening & Saturday Drop-off at The UPS Store on Piedmont Avenue

If you are unable to drop off your order during our business hours, you can mail your materials in a box along with this completed order form to:

The UPS Store
 Attn: Digital Roots Studio
 1569 Solano Avenue, Box 216
 Berkeley, CA 94707

We are notified via email when we have a delivery and will email you confirmation once your order has been retrieved.

Completed orders must be picked-up from our office or shipped back to you.