



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

Digital Roots Studio
 510-922-8481
 4187 Piedmont Avenue
 Oakland, CA 94611
 info@digitalrootsstudio.com

Monday 8am – 2pm
 Tuesday 8am – 5:00pm
 Wednesday 8am – 5:00pm
 Thursday 8am – 5:00pm
 Friday 8am – 5:00pm
 Saturday – by appt only

Customer Contact Information			
Name:			Phone #:
Address:			Email:

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 album access (per photo)			\$0.25
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 (\$10 max)			

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

DVD slideshow (price includes one DVD & one draft)			
Price does not include photo scanning or editing time			
	Price	Qty	
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
Frame selection from sheet or strip, per frame			\$0.25
Slides in individual metal cases or single negatives			\$0.25
Super slides, 110, 126 and 127 format	2000 PPI	\$1.69	\$1.99
	4000 PPI	\$1.99	\$2.49
Medium format	1000 PPI		\$2.00
	2000 PPI		\$4.00
Large format	600 PPI		\$3.00
	1000 PPI		\$6.00
Custom naming (per image)			\$0.50
Data Disc (additional copies \$7 each)			\$10.00
PDF File			\$10.00
Web Upload: \$2 per 1GB (\$10 max)			

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	
Sound Film (cost per foot – 16mm Optical)	\$0.48	\$0.60	
- Title Slide		\$3.00	
- DVD Menu (per page, 8 chapters max)		\$15.00	
Output			
- Playable DVD 1 st Copy (additional copies \$7 each)		\$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	
- MJPEG AVI or 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 \$16.00		
- 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 Hi Def, 1 hour of footage = approx. 40 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



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*Monday 8am – 2pm
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Payment

(select one)			Expiration date:
Cash	Check	Credit Card	
Card #:			
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Name as it appears on card			

Billing address			

Additional Notes:

Return shipping (please choose one)

USPS Priority Mail (\$7.25 - \$10)	UPS Ground (\$10 - \$15)	Pick-Up	Other:
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Total

Sub-total _____

\$15 Set-up fee applied for orders less than \$15 _____

9.25% Sales Tax (Alameda County) 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 \$10 will be applied to orders less than \$10.
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.

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 bring your materials in a bag or box along with this completed order form to:

The UPS Store / Attn: Digital Roots Studio
 4096 Piedmont Avenue, Box 803
 Oakland, CA 94611

Monday – Friday 9AM – 6PM
 Saturday 10AM – 4PM

The employees at The UPS Store cannot provide you a receipt, however we are notified via email when we have a delivery or drop-off 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.

Signature

Date