



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

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

Client Contact Information			
Name:		Phone:	
Email:		Mailing Address:	

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

Photo Scanning (output to JPEG by default)			
Output to 8 bit format (\$.15) & 16 bit format (\$.30) available			
Scanned Resolution (pixels per inch)	Raw Scan	Pro Scan	Qty
Photos up to 5" x 7"	300 PPI	\$0.59	\$0.69
	600 PPI	\$0.79	\$0.89
Photos larger than 5" x 7" up to 8.5" x 11"	300 PPI	\$0.99	\$1.09
	600 PPI	\$1.19	\$1.39
Photos larger than 8.5"x11" up to 12"x17"	300 PPI	\$2.49	\$2.99
	600 PPI	\$3.49	\$3.99
Extra large photo stitching (per piece)			\$5.99
Photo album access (per photo)			0.25
Photo frame access (up to 8.5"x11", per photo)			\$2.00
Photo frame access (larger than 8.5"x11" per photo)			\$5.00
Custom naming (per image)			\$0.25
Output CD			\$5.00
Upload: \$.05 per image or \$5 per 4GB, whichever comes first			

Audio Transfer (price includes 1 80 minute CD)			
	Price	Qty	
Audio or micro-cassette tape to CD	1 – 60 minutes	\$16.00	
Audio or micro-cassette tape to CD	60 - 120 minutes	\$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 Collection Back-up to MP3 (per CD)		\$1.00	
Manual CD title input (burned discs)		\$1.50	
- Additional playable CD (80 min. max)		\$5.00	

Slides & Negatives (per frame)			
Output to 8 bit format (\$.15) & 16 bit format (\$.30) available			
Scanned Resolution (pixels per inch)	Raw Scan	Pro Scan	Qty
35mm slides & negatives	2000 PPI	\$0.60	\$0.70
	4000 PPI	\$0.75	\$0.85
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)			\$.25
Output CD			\$5.00
PDF File			\$5.00
Upload: \$.05 per image or \$5 per 4GB, whichever comes first			

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)
Full color image or logo (hi res image only) 9.99 (\$10.49 if the image must be scanned)

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)	\$0.45	\$0.55	
- Title Slide		\$3.00	
- DVD Menu (per page, 8 chapters max)		\$15.00	
Output			
- Playable DVD (add'l copies \$5 each)		\$10.00	
- Blu-ray Disc* (add'l copies \$15 each)		\$25.00	
- Editable MOV / AVI to DVD-Rom (20 minutes max)		\$25.00	
- Editable MOV / AVI to external hard drive (per hour)		\$25.00	
- Editable Hi Def Motion JPG AVI to hard drive (per hr)		\$30.00	

Video Transfer (price includes 1 120 minute playable DVD)			
Playable DVDs, cost per tape	Price	Qty	
VHS, SVHS, VHS-C, Hi 8, 8mm, Video8, MiniDV to DVD	1 – 30 minutes	\$16.00	
VHS, SVHS, VHS-C, Hi 8, 8mm, Video8, MiniDV to DVD	31 - 60 minutes	\$18.00	
VHS, SVHS, VHS-C, Hi 8, 8mm, Video8, MiniDV to DVD	61 – 120 minutes	\$20.00	
Combine tapes when possible	Yes	No	
DVCam / HDV to SD DVD, up to 2 hours		\$30.00	
PAL-VHS, MiniDV, DVCam to DVD, up to 2 hrs		\$30.00	
Video tape repair		\$15.00	
- Additional playable DVDs, each		\$5.00	
- 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	
Editable files to Hard Drive, cost per hour			
MOV / AVI to DVD-Rom (20 minutes max)		\$25.00	
MOV / AVI to external hard drive		\$25.00	
DVCam / HDV to MOV / AVI to hard drive		\$30.00	
PAL- VHS, MiniDV, DVCam to MOV / AVI hard drive		\$30.00	

Information on Hard Drives
- 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 formatting NTFS or exFat; there is no charge for us to do this for you.
- We recommend a hard drive that is both PC and Mac compatible without having to format it.
- Thumb drives with the necessary space available are fine to use for still images. We do not recommend using a thumb drive for video files or slideshows.
- For Standard Def, 1 hour of footage = approx. 15 GB
- For Hi Def, 1 hour of footage = approx. 40 GB
- For MPG4/H264, 1 hour of footage = approx. 1.5 GB

*Blu-Ray discs require a Blu-Ray player



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

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

Name:	
Email:	

Phone #:	
Mailing Address:	

Instructions:

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

Additional Instructions or Notes:

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

Return Shipping Options (please select one)		
UPS Ground (\$9 - \$15)	USPS Priority Mail (\$7 - \$10)	Pick-Up in Office
Estimated Totals		
Sub-total _____		
\$10 Set-up charge for orders less than \$10 _____		
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 and sign below (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
 c/o 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
-----------	------