



Ship Order to:
9265 Dowdy Dr, Suite 100
San Diego, CA 92126

Audio Transfer Order Form

Name Rec'd

Billing Address

City State Zip

Phone Alt Ph: Email

How did you hear about us? (Friend, Google, Yelp, etc.)

Source Format: Please indicate the number of tapes you are submitting for transfer. (There is a \$30 minimum charge on all audio transfer orders.)

How many audio cassette tapes?

Other format (specify) Type Qty

Final Format: Please indicate the format/s you wish to have these audios converted to.

- Audio CD MP3 Other

CDs:

How many standard CD copies (or sets*) do you want? (total)

*If your tapes require 2 or more discs for transfer, they are considered 1 set of discs. Specify # sets above.

Additional CD copies - \$6.00/disc. 3 discs for \$16 5 discs for \$25

Each disc will hold a maximum of 75 minutes of audio.

Is it okay to combine tapes together to fill up each CD? Yes No

Is it okay to split up a tape over 2 discs if necessary? Yes No

Do you want each tape split into multiple separate tracks? Yes No How many?

There is an additional charge of \$2 for each track. Be sure to indicate how you want the tape separated along with any special instructions with your order.

MP3 files:

Do you want your files put on a: USB Flash drive or External Hard drive? How many?

Check one: I have included a drive with my order Please add a drive to my order & charge me

Is it okay to format your drive? Yes No Format to work with: PC MAC

(Note: FAT32 drives have to be reformatted to NTFS or MAC equivalent to handle larger file sizes over 4GB.)

TITLES: Be sure to attach the title for each CD or filename to the corresponding audio tape. This is how the file will be titled or the label will be printed on the CD.

You may use the back of this form for any special instructions.

Do you need this transfer completed by any specific date? (i.e. Christmas, birthday, etc.)

Yes No If yes, specify date you need to receive it by _____

How do you want us to return your materials? (check one)

FedEx: Overnight 2day Express Saver Ground*

UPS: Overnight 2day 3 day Select Ground

No Preference Other (explain) _____

Do you want a signature to be required for delivery? (check one): Yes No

Shipping charges will be added to all orders to be shipped. Insure package for \$_____

If you prefer to charge shipping to your UPS or FedEx account, provide acct# here: _____

*FedEx ground delivery will add 1 day to delivery time. Please allow 3-5 weeks for transfer and shipping.
We've had much success with UPS and FedEx and prefer their tracking system.

Ship to name _____

Is this a:

Ship to Address _____

Commercial OR

City _____ State _____ Zip _____

Residential Address?

Credit card type? MasterCard Visa Amex **Security code on back** (3 or 4 digits) _____

Card# _____ Exp _____

Name as it appears on credit card _____

Credit card billing street address: _____ Zip Code: _____

Cardholder Signature _____

1. Submitting video tapes to Sunray Video Productions (SVP) for video transfer constitutes an agreement by you that compensation for any damage or loss by our company, even though by our fault, will be limited to the amount of funds received by Sunray for transfer services. You agree to hold harmless and recognize that Sunray Video will not be responsible for any damage or loss by any courier you have designated to transport your tapes to or from our offices.
2. SVP takes the utmost care regarding equipment function, media quality, and recording. In the event SVP fails to comply with the terms of this agreement, SVP will only be liable for funds paid.
3. SVP uses the most compatible form of CD media for burning CDs, (CD-R), recommended for most machines. Due to inconsistent compatibility issues among CD player devices, we cannot guarantee that our CDs will play on all devices. Only CDs found to be defective may be replaced at our expense.
4. The undersigned hereby warrants that all materials being presented to SVP for copying are not, to his/her knowledge, protected by copyrights owned by another, or that if the materials are protected, the undersigned has obtained the permission of the copyright owner to make copies of said materials.

I have read, understand, and accept all terms of this agreement:

Signature _____ Date _____