Sunray
VIDEO PRODUCTIONS

Ship Order to:
9666 Businesspark Ave, Suite 203
San Diego, CA 92131

Video 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: I have enclosed the following to be transferred (Please indicate quantity of each):
(There is a $40 minimum charge on all video transfer orders. Additional charge for Foreign PAL tape transfers.)

How many VHS tapes? _____ VHS-C tapes? _____ 8mm/Hi8/Dig8 tapes? _____

How many Betamax? _____ MiniDV? _____ DVDs? _____ MiniDVDs _____

Other (specify format) Type _____ Qty _____ Type _____ Qty _____
If any videotape is broken do you want us to repair it? ❑ Yes ❑ No (There will be an additional charge.)

Final Format: Please indicate all format/s you wish to have your videos converted to:
❑ **AVI file (PC)** ❑ **MOV file (Mac)** ❑ **MP4 file** ❑ Other _____
Put files on: ❑ I have included a drive with my order Is it okay to format your drive? ❑ Yes ❑ No
❑ Please add a drive to my order & charge me How many drives? (indicate qty for each type below)
I want: ❑ _____USB Flash drive/s ❑ _____External Hard drive/s ❑ _____Solid State drive/s
Format Drive for: ❑ PC(NTSF) ❑ MAC(HFS+) ❑ exFat
(Note: Do not choose exFat unless you know for sure your computer's operating system will support it.)
(Flash drive needs to be USB 3.0 or newer. Transfers to USB 2.0 drive subject to additional fee.)

❑ **STANDARD DVDs:** How many standard DVD copies (or sets*)? (**Total**): _____
Additional standard DVDs: $10.00/disc, get 3 discs for $27 or 5 discs for $40
*If your tapes require 2 or more discs for transfer, they are considered 1 set of discs. Specify # sets above.
Each disc will hold a maximum of 2 hours of video.
Are the tapes numbered in the order you want them transferred? ❑ Yes ❑ No ❑ No particular order
Is it okay to combine tapes together to fill up each 2 hour DVD? ❑ Yes ❑ No
Is it okay to split up a tape over 2 discs if necessary? ❑ Yes ❑ No
❑ **GOLD Archival DVDs:** Add $15.00/disc. 1 standard DVD is included with each Gold disc.
How many Gold DVD copies (or sets*) do you want? (**Total**) : _____

TITLES: Be sure to attach the title for each DVD or filename to the corresponding video. This is how each file will be titled or each label will be printed on the DVD. It may also be used for the chapter titles on the DVD when we put multiple videos on the same disc.
What Main title do you want printed at the top of the DVD label/s? (i.e. Smith Family Videos)

_____
You may use the back of this form or attach an additional page 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 movies? (check one)

FedEx: ❑ Overnight ❑ 2day ❑ Express Saver ❑ Ground/home delivery

UPS: ❑ Overnight ❑ 2day ❑ 3 day Select ❑ Ground

❑ No Preference ❑ Other (explain) _____

We've had much success with UPS and FedEx and prefer their tracking systems.

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

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

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

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 DVD media recommended for most machines. We cannot guarantee that our DVDs will play on all devices. Only DVDs 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_____