



How to Order?

1. Prepare your films

- a. Numbered the tickets F1, F2, F3, then put them on your reels or cassettes (use scotch/tape)
- b. Use the form Titles (page 3). Write a title for every element; reel or video, and a title for your DVDs. Make sure to use capital letters.

2. Fill out the order form (page 2 and 3)

- a. Complete all the fields in **capital letters**.
- b. Do not forget to sign the Order Form (page 2)

3. Send or bring us your films for the digitization

- a. Insert your Order Form into the box with your reels and/or cassettes.
- b. Send your order by signature post to the following address:

Opus Video
Rue des Moulins 17
CH-1800 Vevey
Switzerland

OR

- c. Bring your order to:

Jouets Davidson
Rue Grand Saint-Jean 20
1003 Lausanne
Tel. 021 323 25 22
opening Hours: Monday to Friday: 09:00 to 18:30
Saturday: 09:00 to 17:00

4. Get back your digitized and original films

- a. As soon as your order has been processed, we send it to you by priority post.



Client: **Important:** Complete all the fields in **capital letters**


Last Name:..... First Name:.....


Adresse:.....

Post Code.....Town:.....Country:.....

E-mail:.....Telephone:.....

Indicate the number of films or video to digitize

 Number of 8mm/Super8/16mm reel(s)


 Number of video cassettes

Total length of film in meters (if you know)


Total hours of video


Personalize your DVD (You indicate your titles on page 3)


You can send us your CD with your background music.. **We do not add background music to videos or films which already have sound track.**


 I do **NOT** want background music on my DVD.

I want background music on my DVD.

 rock/pop

 classical

 jazz


 soft/calm

Prices / Estimates

You can make a automatic cost estimation on our website. The cost estimation allows you to have a rough idea of the costs. *The final prices will be based on the **exact** film length in meters and hours of video tapes.*

Final Media - Tell us how you want your digitized films delivered.

➔ **Option DVD** maximum 400 meters (90 minutes) of films can be placed on each DVD.

 I want my films to be placed on DVD

I want additional copies of the DVD

➔ **External Hard Disk or USB Key**

We recommend that you also get your films in AVI format onto external hard disk or USB key. This would be your digital archives for decades to come. If your DVD get damaged and you have the AVI files, new DVD can easily be made from that AVI files. No need of re-transferring the films or videos.

Please indicate below if you want copy of your films/videos onto external hard-drive or USB Key:

Yes, I want my films copied to external hard-drive in AVI format (prices are on our website)

Yes, I want my films/videos copied to USB Stick in AVI format (prices are on our website)

I want to buy from you the hardware (hard-disk or USB Stick) (prices are on our website)

I will send you my own hard-disk/USB Stick (it must be formatted in NTFS or exFAT).

Place and Date:..... Signature.....

Titles

Attention: Titles are only for DVD menus. When we export files to external hard drive or USB key, the file names will be F1, F2, F3 etc.

Very important: Complete all the fields in **capital letters**.

Title for each film (reel or cassette)

F1 :

F6 :

F2 :

F7 :

F3 :

F8 :

F4 :

F9 :

F5 :

F10 :

DVD Title:

Order of the films on the DVDs:
(exemple DVD1 = F1 + F4 + F9.....)

DVD1 :

:

DVD2 :

:

DVD3 :

:

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Etiquettes – fill in and put them on each reel or cassette....

F1 Title :	F2 Title :	F3 Title :
F4 Title :	F5 Title :	F6 Title :
F7 Title :	F8 Title :	F9 Title :

