

# Order Form - DVD Slideshow

info@royalookmedia.com

14728 Burcham Rd. Logan, OH 43138

800.588.1985

**Royal Oak Media**



Submit this form along with your pictures and music. Please print clearly.

## Customer Info:

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Day phone: \_\_\_\_\_ Evening phone: \_\_\_\_\_

Is this a surprise gift for someone who might answer the phone number above? \_\_\_\_Yes \_\_\_\_No

Should your finished DVD be mailed to above address? \_\_\_\_Yes \_\_\_\_No. If not, please supply address.

Name: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

## Event info:

Person(s) you are celebrating: \_\_\_\_\_

Describe the overall purpose of the slideshow and the message & mood you hope it will convey: \_\_\_\_\_

Type of event: \_\_\_\_\_ Date of event: \_\_\_\_\_

Date needed by: \_\_\_\_\_ Do you want us to rush your order? \_\_\_\_\_

Our standard turn around time is 2-3 weeks from the date received. Rush orders please add 20% of order.

## DVD case and label:

DVD main title: \_\_\_\_\_  
\_\_\_\_\_

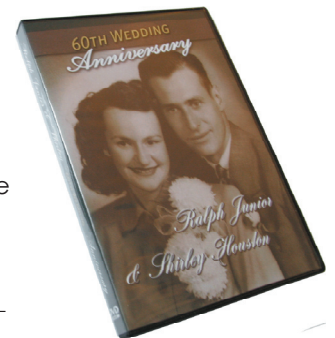
- DVD disk :**  
The DVD disk that you insert in your DVD player



- DVD plastic case:**  
Durable plastic shell DVD case w/ color jacket sleeve that wraps around the DVD case

Favorite photo: (to be printed onto the disk and case.)

1st choice # \_\_\_\_\_ 2nd choice # \_\_\_\_\_



Favorite photos: (These may be used for covers, labels, title screens, menus, intros or outros.)

# \_\_\_\_\_ # \_\_\_\_\_ # \_\_\_\_\_ # \_\_\_\_\_

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## Background Music:

DVD Feature	Song Title	Artist
Main Menu Screen on DVD		
Scene Selection on DVD		
Intro Message		
Outro / Credits		

**Songs:** How much music do you need? Include **7 photos for every 1 minute** of music.

Time length of music	Number of photos
1 min.	7 pics
3 min.	21 pics
5 min.	35 pics

## Organization Plan:

Chapter	Song Title	Artist	Time	Photos
Chapter 1 = Childhood Years	Remember When	Alan Jackson	4:30	#51 - 95

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**Chapter Title Slides: (optional)** Include extra pages as needed.

Chap.1 \_\_\_\_\_

Chap.5 \_\_\_\_\_

Chap.2 \_\_\_\_\_

Chap.6 \_\_\_\_\_

Chap.3 \_\_\_\_\_

Chap.7 \_\_\_\_\_

Chap.4 \_\_\_\_\_

Chap.8 \_\_\_\_\_

**Intro slide: (optional)**

Add a special introductory message to begin your slideshow.

Write the text of the intro slide here:

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**Outro slide: (optional)**

Add credits, special thanks, or a congratulations message to the end of your slideshow.

Write the text of the outro slide here:

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**Captions: (optional)**

A caption is a few words of text that appear along with a photo. Captions can be a description, a date or even a witty comment. However, too many captions are not necessary and may even annoy your audience. We believe the photos should be able to speak for themselves and captions should be kept to a minimum!

Photo #	Caption
21	Our first date

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## Add video: (optional)

**Home movies:** Include video segments from home movie in your slideshow. We can use the audio track from your video or replace the audio from the video with background music to display along with other photos.

Source format	Title of tape/disc	Start (hh:mm:ss)	End (hh:mm:ss)	Start after photo#	End before photo#
VHS	Christmas 1987	00:12:30	00:15:19	19	20

## Add audio: (optional)

**Voice-over narration:** Record the voice of a special friend or relative recalling a memory of times passed. Read a poem, personal memoir, or old "love letter." Adding a voice to your words and photos brings it alive.

Source format	Title of tape/disc	Start (hh:mm:ss)	End (hh:mm:ss)	Start after photo#	End before photo#
Cassette Tape	Mom - interview	00:03:00	00:05:30	40	49

**Video or audio media conversion:** All tape and disc formats will require a conversion fee since we must convert it into a digital format. You can save this expense by submitting your media clip in a digital file format if you are able. If you need the media file to be edited or shortened, there will be an additional charge for that as well. Contact us with any questions or for additional information.

## Style preferences:

Some clients want fun, exciting, dazzling effects that get attention, while others prefer effects that are subtle, graceful, and elegant but never distracting to the main focus of the photographs themselves.

What style of photo effects, backgrounds & transitions do you prefer: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Other style preferences: \_\_\_\_\_

\_\_\_\_\_

Favorite colors: \_\_\_\_\_

Colors I do not like: \_\_\_\_\_

Color-style: \_\_\_\_\_

(Do you prefer pastels, earth-tones, florescents, primary, vibrant colors, hi-contrast, faded or dark colors, etc.)

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## Order Info:

Package			Package Price	Discount Price	Subtotals
<b>DVD Slide Show Package</b> (circle one)					
<b>Basic</b>	up to 50 pics.	5-7 min.	<del>\$169</del>	\$167	\$
<b>Standard</b>	up to 100	10-12 min.	<del>\$269</del>	\$266	
<b>Deluxe</b>	up to 150	15-18 min.	<del>\$369</del>	\$364	
<b>Supreme</b>	up to 200	20-24 min.	<del>\$469</del>	\$462	
<b>Ultimate</b>	up to 250	25-30 min.	<del>\$569</del>	\$560	
<b>Includes:</b> Custom artwork for DVD case & packaging, photo scanning, color correction and optimization, slideshow motion effects, slide transitions, layout and design of DVD scene selection and menu screens.					
<b>Add-on options</b>			<b>EA.</b>	<b>Qty.</b>	<b>Subtotals</b>
<b>Music purchase</b> We will purchase songs online for you. We blend songs together into a musical soundtrack synchronized to your photos. Add 2 songs for scene selection & menus.			\$5.00/ea		\$
<b>Intro / Outro message</b> Include a personal note of thanks, congratulations, love letter, poem or quotation.			\$20.00/ea		\$
<b>Chapter title slides</b> Add chapter titles as a good way to introduce each section of the slide show. Our Hollywood-style Special FX titles (\$10) include dazzling motion and light effects.			\$5.00/ ea \$10.00/ea (Spec.FX)		\$
<b>Photo captions</b> A photo caption is text that appears with a photo.			\$2.00/ ea		\$
<b>End credits</b> Include Hollywood-style credits to the end of your movie. Give credit to your friends and family with their name and significance. (eg. "best man")			\$20.00		\$
<b>Video or audio clip</b> Add family home movies, an interview, or a voice-over narration audio with Grandpa's familiar voice. May require a \$25.00 fee to capture and digitize your media.			\$25 setup \$5.00/ min.		\$
<b>More photos</b> Add extra photos to your package. Digital photos, prints, slides, artifacts, letter, etc.			\$2.00/ ea		\$
<b>Online hosting</b> Share your slideshow with friends and family far away who cannot attend an event.			\$40 setup \$10/month		\$
<b>Restored Photo CD</b> Before we begin, each photo is color-corrected by a professional photo technician. This brings your old, discolored photos back to their original appearance. Use this CD to print out high-quality photographs.			\$20.00/ea		\$
<b>Extra DVD copies</b> Give a copy of your DVD as a gift to your parents, children, family and friends. Each DVD comes in a durable hard-shell case, custom label and color artwork. (5 or fewer copies = \$20/ea, order 6 or more = \$17.50/ea, 12 or more = \$15/ea.)			\$20.00/ ea \$17.50/ea \$15.00/ea		\$
<b>Subtotal:</b>					\$
<b>Ohio sales tax</b> If you live in the state of Ohio add 5.50% sales tax. You do not pay this tax if you live outside the state of Ohio.			Subtotal x .055 =		\$
<b>Rush order service</b> Add 20% of order to the subtotal Rush orders service will ensure your order will be completed in less than 2 weeks.			Subtotal x .20 =		\$
<b>Shipping</b> Express or Ground shipped via FedEx, arrives 2-3 business days Express Air shipped via FedEx arrives next business day			\$20.00 \$40.00		\$
<b>Balance due</b> Must be paid before the DVD will be shipped.			<b>Total:</b>		\$

## Payment method:

- Check/Money Order:** Make payable to Royal Oak Media and include payment with this order form.
- Credit Card or PayPal:** Make payments online from our website using a credit card or PayPal account.

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## **Order agreement:**

Please read the following and sign below:

I am entering into an agreement for services rendered with Royal Oak Media to develop a customized DVD slideshow per my order. I understand that full payment is due before delivery of the completed DVD. Royal Oak Media does not guarantee exact placement, sequence or duration of specific photos, for example, that any specific photos will remain on the screen for an exact number of seconds. We cannot be held responsible for any damage to your materials during transportation. I hereby confirm that I have permission to use all photographs, video and musical works in this slideshow; and accept responsibility for copyright liability. Royal Oak Media is not responsible for verifying this information, and is hereby released of the liability. Further, I intend to use this DVD for personal use only - such as at a wedding, family event or graduation openhouse and will not be commercially distributed. I understand that copyright law prohibits unauthorized duplication and distribution of this DVD without permission. I acknowledge that I have read and agree to all of the statements in this agreement.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Mailing instructions:**

Send us your photos, music CD's, videotapes and completed order form. Be sure to use adequate packing material and protection for your materials to avoid damage during shipping. We recommend you send your photographs in a box to prevent bending. If sending an envelop it may be helpful to line the envelop with cardboard and write "PHOTOS DO NOT BEND" on the outside of the package. We recommend you ship your package using a reliable and trackable shipping service (UPS, FedEx, USPS, etc.) We will do the same when sending everything back to you. Please email us or call us if you have any questions.

Mail your Order Form, payment and pictures to:

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