

**HOURLASS MEDIA**             
**VHS TO DVD ORDER FORM**

<b>Name:</b>	<b>Phone #:</b>	<b>Email:</b>
<b>Address (include City, State, &amp; Zip Code):</b>		
<b>When do you need your order completed?</b> (please allow 1-2 weeks for larger orders)		<b>How long is your video?</b>
<b>What would you like printed on your DVD disc label(s)?</b>		
<b>Remarks or Special Instructions:</b>		

	Quantity	Price Each	Total
<b>Tape to DVD Disc Transfers</b>		<b>\$30.00</b>	\$
<b>Additional DVD copies</b> <small>(1-4=\$25, 5-9=\$20, 10 or more = \$15)</small>			\$
<b>Shipping/handling for Disc Transfers and Copies</b> 1 Tape/Disc Transfer = \$6.75 2-10 Discs/Tranfers = \$9.50 11-50 Discs/Transfers = \$16.50		Sub Total	\$
		Shipping <small>(if applicable)</small>	\$
		<b>Total</b>	<b>\$</b>

**Please read and sign.** I hereby authorize Hourglass Media to transfer this VHS tape to a DVD. I own all rights to this video and will not hold Hourglass Media liable for copyright infringement. I assume full responsibility for obtaining releases when required for sale and distribution. I hereby agree that the handling, processing and packaging is without warranty or liability, even though defects, damage or loss by negligence or other fault may occur. Furthermore, I agree to hold harmless and indemnify Hourglass Media for any and all liability and/or claim arising from this transaction. If I am paying by credit card, I authorize the charges for the costs associated with this order including shipping/handling and any applicable taxes. I also understand that DVD disc transfers are not refundable because of incompatibility.

**Authorized Signature** \_\_\_\_\_ **Date** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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