

Grover Productions

Photo Archiving Order Form

1. **PRINT THIS FORM NOW AND COMPLETE IN PEN.**
2. Be sure your photos are acceptable formats for transfer.
3. Follow the directions and complete this entire form
4. Collect all your photos you will be using for this CD or DVD.
5. Write in pencil or post-it note the name you would like associated with the photo. This will be the photo file name. If you do not write a name, a numerical system will be used.
6. If you will be paying by check, please make the check out to the following: **Bruce Lowden, 41 Woodland Ave, Pitman, NJ 08071**
7. If you want to pay by credit card, please use the link on our website to connect to Paypal.com
8. Send us your photos and package them appropriately. Please write on your package "Photos Do Not Bend".

Disk Title: This title will be printed on your CD or DVD disk and disk case.

PHOTO ARCHIVING PRICE SHEET

Description	Price	Quantity	Subtotal Quantity X Price
Basic Package (up to 20 photos including 5 x 7's, 35 mm slides & negatives)	20.00	1	20.00
# of additional photos to be scanned	\$0.80 EACH		
> 300 photos to be scanned	\$0.50 EACH		
Photos larger than 5 x 7 (add for photos included in Basic package and for additional photos)	\$1.00 EACH		
# of Digital Photos on CD or emailed	\$0.50 EACH		
# of 35 mm Slides to be scanned	\$0.90 EACH		
# of 35 mm negatives to be scanned	\$0.90 EACH		
Archive to DVD	\$5.00 EXTRA		
Additional copy of CD	\$10.00 EACH		
Additional copy of DVD	\$12.00 EACH		
Standard Shipping and Handling (includes return of your photos)	\$10.00	NA	
2 nd Day Shipping	\$20.00	NA	
SUBTOTAL			
Discount: All orders over \$125.00 will receive 10% off. <u>Enter to the right your discount if applicable.</u>			
TOTAL AFTER DISCOUNT			
PLEASE PAY THIS FINAL TOTAL			

Please make checks/money orders payable to:

Bruce Lowden

41 Woodland Avenue

Pitman, NJ 08071

Any photos, CD's or other images sent to Grover Productions will be returned in their original condition with your finished product. We will not use or sell any of your information with any third party organizations.

Grover Productions will guarantee that if you are not 100% satisfied with our service we will refund your payment 100% minus the cost of shipping and handling. We will issue you a refund only under the condition that you send us back the entire package that was sent to you. Under no circumstances should a DVD be copied and distributed by you. Non adherence to this is a strict violation of the copyright law. Please call or email support@groverproductions.net to obtain a return authorization code before sending any package back to us. For your protection, please insure your package for delivery to us. We cannot be responsible for lost or misdirected items. Shipping costs are non-refundable. Once your return is received by us, please allow up to 7 business days for your credit or exchange to be issued. Please let us know if you have any questions.

Copyright Agreement. Grover Productions will not be accountable for copyright infringement by the customer. It is the customer's responsibility to comply with the copyright law. By signing below the customer agrees that they are authorized to use any and all the photos and music for the creation of the product created by Grover Productions. Grover Productions is not responsible for any misuse of copyrighted materials submitted by customers, and is not responsible for verifying copyright information.

I have read and understand the above statements:

Signature: _____ Date: _____

Customer Information

Name: _____

Address: _____

City: _____ **State:** _____

Zip Code: _____ **Home Phone Number:** () _____

Email: _____

Shipping Information

Check if same: _____

Name: _____

Address: _____

City: _____ **State:** _____

Zip Code: _____ **Home Phone Number:** () _____

Email: _____