

Disk it.



Customer: _____

Telephone: _____

Date: _____

Step 1	Original Source: The format of your existing media				Final Output: The format you wish to convert to					
	Description: _____				Final Title: _____					
	Format:	VHS	VHS-C	DVD	Other	Format:	VHS	VHS-C	DVD	Other
	Duration (Hrs): _____				Copies?: _____					
	NTSC?: Yes (Default)		No (state)		NTSC?: Yes (Default)		No (state)			

Step 2	Service Required: Choose how you want your video to be presented									
	Standard: Video is transferred to DVD 'as is'. Includes the creation of a basic menu structure, 'chapter' markers approximately every 10 minutes, label, hard case, and color insert. Suitable for single topic videos such as sporting events, wedding videos, etc.									
	Personalized: Video is edited and transferred to DVD. Includes the removal of blank areas of tape, transitions, soundtrack addition, enhancements, creation of an advanced menu structure, 'chapter' markers at logical points, label, hard case, and color insert. Suitable for videos that need 'polishing', or have multiple topics.									
	Advanced (Customer Defined): Video is edited and transferred to DVD to the same standard as above, but at your direction. If you choose this option, we will work with you throughout the project but recommend the completion of a project outline (below) at placement of order, as an initial 'rough cut'.									

Step 3	Project Outline: Use for personalized and advanced transfers. Examples of completion are shown in red.									
	Original Sequence	Time (h:mm:ss)		Description of Scene, Clip or Footage	Action Required			Final Sequence Required		
		Start	Finish		Video	Audio	Additional Comments			
	1	00:00:00	00:02:43	Blank	<i>Example</i>		Remove			
	2	00:02:43	00:10:15	At the Beach		Add soundtrack #1		2		
	3	00:10:15	00:22:03	Cookout		Add transitions	Add title:"Hilton Head, 1998"	1		
	4	00:22:03	END	Joe's Birthday		Color balance	Increase volume	Separate menu item	3	
	1	00:00:00								
	2									
	3									
	4									
	5									
6										
7										
8										
9										
10										