

Please print all pages of this form and supply it with your order and if you have any questions please email us at [contact@vinyltodigital.co.uk](mailto:contact@vinyltodigital.co.uk) or call the office on 0121 314 2002. If you don't have access to a printer then please just include a note with the relevant details.

<p><b>Customer Information:</b></p> <p>Name: _____</p> <p>Address: _____</p> <p>_____</p> <p>_____</p> <p>City: _____</p> <p>State: _____</p> <p>Post Code: _____</p> <p>Phone: _____</p> <p>Email: _____</p>	<p><b>Other Details:</b></p>
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**Order Details:**

Please list all audio and video sources that you are including in your order in the table below.

Audio	Qty	Duration (if known)	Other Details:
Vinyl LP	_____	_____	
Vinyl Single	_____	_____	
Vinyl 12" Single	_____	_____	
Cassette Tape	_____	_____	
Reel to Reel	_____	_____	
DAT Tape	_____	_____	
<b>Video</b>			
VHS Video	_____	_____	
Mini DV	_____	_____	
8mm Tape	_____	_____	
Hi8 Tape	_____	_____	
Digital8 Tape	_____	_____	
VHSC Tape	_____	_____	
Memory Cards	_____	_____	
Other	_____	_____	

**Preferred Method of Payment**

Payment can be supplied at the time of your order by Cheque payable to Vinyl to Digital.

- Cheque Enclosed   
  Credit / Debit Card On Completion of Order   
  Cash on Collection

**Client Signature:** \_\_\_\_\_

### Additional Information for Video Orders

Unless otherwise indicated we will transfer multiple tapes to a single DVD in an effort to provide the best possible price. Each DVD will contain up to two hours of video along with a menu allowing you to watch specific tapes or jump straight to sections of tapes. If you have specific requirements for your menu or titling please indicate this on the order form and we will give you a call once we have received your video.

**Editing your video:** If you would like to edit your video then you will require video files instead of or in addition to your DVDs. Please indicate your requirements for DVDs, Video files or both formats in the tick boxes below.

- Please tick this box if you would like multiple tapes on a single disc
- Please tick this box if you require DVDs and video files
- Please tick this box if you only require video files

### Video Files

If you require video files for editing or playback on PC, Mac or other digital device please indicate your requirements below. If you are unsure which format you need please advise us of your requirements, what you will use to edit and whether you use a PC or Apple Mac and we will supply files in the most suitable format. Alternatively, we can contact you upon receipt of your order to discuss your requirements.

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### Getting your order to us

Please ship your order to the address below and if you would like to arrange delivery in person or if you require some assistance getting your order to us then please contact the office on [contact@vinyltodigital.co.uk](mailto:contact@vinyltodigital.co.uk) or call the office during business hours on: **0121 314 2002**.

Vinyl to Digital  
The Custard Factory  
105 Zellig  
Gibb Street, Digbeth Birmingham  
B9 4AA

Tel: 0121 314 2002  
Email: [contact@vinyltodigital.co.uk](mailto:contact@vinyltodigital.co.uk)

### Shipping

Orders are returned by Royal Mail Recorded as standard or by a courier or special delivery if requested. When your order is completed we keep a copy of your video on our server for 30 days and if there are any problems with the delivery we can issue another set at no charge.

### Terms and Conditions

All prices are valid up to 30 days after the initial quote and can be subject to change at any point after that.

### Special Requirements

We realise that one form does not cater to all of your needs and therefore if you have special requirements or require your order by a certain date please enclose this information or get in touch with the office on [contact@vinyltodigital.co.uk](mailto:contact@vinyltodigital.co.uk)

