



## **Check list and Other important information**

Note: Not all the things on this checklist is necessary for small jobs, but are essential for Video editing tasks. The bottom of the form must be signed and sent with the first page. The more organised your media is, the better your production will be!

- Sorted Photographs into sequential order (e.g. mum 1940: **1**, mum 1945: **2**).
- Labelled each photograph, using Post-its or writing on the back, with order of sequence and any other information required (e.g. dates, names, event)
- Written the time and a description of video that is to be placed into DVD, and placement within DVD. (e.g. Dad getting pushed into pool, 10.05.00 to 11.05.06 after photo 10)
- Written the time and a description of film that is to be placed into DVD, and placement within DVD. (e.g. Dad and mum in America, 10 secs in to 20 secs, after photo 22)
- Sorted Slides into sequential order and labelled with appropriate information e.g. placement in DVD, description, date.
- labelled digital media, describing contents and sequence in DVD.
- Written a description of how you would like the DVD put together, what you would like titles to contain, important dates, places and people to be included.
- First page (Price List) filled out with Name and Address, Credit Card Details and any other information completely.
- Music is labelled with name of songs, the number of the song on CD or you have suggested songs you would prefer.
- All film and photographic media sorted and packed to avoid damage.
- The bottom of this page has been read and understood, then signed.

\*Orders, depending on complexity of production can take from 7 days to 4 weeks. If the production is to be ready for an important event, please make sure all media has been sent with enough time for us to produce a quality product. We will update you regularly on the progress of your production, and email you when the media has arrived at our establishment, as well as when it was sent back to you.

Terms and conditions:

When submitting video tapes, films, slides, photos or any other media to BIOGRAFIX we will treat your precious memories with absolute care and professionalism, however due to unforeseen events the client agrees that we take no liability for any loss or damage to such material following receipt and during processing of such materials (even if due to our fault or negligence) and that the clients sole remedy shall be replacement with a similar amount or the similar blank media material. Client warrants that the video tape, film, photos, slides, music or any other media submitted has legal rights to use them in our service. Client also agrees to protect and indemnify BIOGRAFIX for any costs related to Copyright infringement. All prices are subject to change without advice:

Customers Signature:

Date: