

How to Place Your Order

1. Choose Your Package

There are four DVD slide show packages available. Choose the one that is closest to the amount of photographs and other materials you will be using.

2. Select Your Photos

Carefully choose your photographs. Try to choose good quality photos that are in focus and in good shape. Keep in mind that poor quality photos can alter the outcome of your DVD slide show. You can also include other materials such as letters, cards, diplomas, certificates, newspaper articles, concert tickets, or anything that can be scanned to enhance your show.

3. Organize Your Photos

Gather all of your digital photos and rename them numerically in the order you would like them to appear then copy them to a CD or DVD. For printed photos place a numbered post it note on the back of each photo.

4. Select Your Music

Send us a CD of the music you want included in your slide show. Family Heritage Productions adheres to the Music and Publishing Copyright laws so all music must be for private use and legally purchased by you. We do not copy or save the songs for future use. If you do not own the songs Family Heritage Productions will purchase the music on your behalf from an online music store. We then delete the songs after your DVD slide show is created.

5. Complete the Order Form

Complete all applicable information on the order form. Make sure it is signed and dated and then mail the form along with your payment and all of your photos and other materials.

6. Shipping Instructions

Package all of your materials carefully in an appropriately sized box or padded tear resistant envelope and make sure everything is sealed. If using an envelope place a piece of cardboard in it to protect your photos from bending. Place all of your materials including the completed order form and full payment into your package and contact Family Heritage Productions for pick-up or you may drop it off or mail it to:

Family Heritage Productions
3607 Pawnee Pl.
Sioux City, Iowa 51104

7. Confirmation

Once your materials have been received and reviewed by Family Heritage Productions we will contact you by email or telephone to confirm that the materials have been received and to clarify any further details. Once we receive your order we will complete your creation within 1 to 2 weeks. Large complex orders may take more time. You will be notified if it will take more than 2 weeks.

8. Completion

As soon as your DVD slide show is completed and ready for pick-up or delivery Family Heritage Productions will notify you by telephone or send you an email. All materials that you included for the creation of your slideshow will be returned along with your completed DVD slideshow.



FAMILY HERITAGE PRODUCTIONS

Turning Treasured Moments Into Digital Memories

•3607 Pawnee Pl •Sioux City, Iowa 51104 •712-255-5529

Order Form

Contact Information			
Name:			
Address:			
City:		State:	Zip:
Home Phone:		Cell Phone:	
Email Address:			

Ordering Information			
All DVD Slideshow packages include the following:			
<ul style="list-style-type: none"> •Background music of your choice •Personalized intro and closing pages •Captions •Panning and zooming •Transitions between images •Minor photo re-touching such as red eye removal and photo cropping •One DVD with custom label and jewel case 			
Qty.	Package	Cost	Total
	Bronze Package – Includes all of the above plus: •up to 50 photos •1 to 2 songs •up to 5 captions	\$125.00	
	Silver Package – Includes all of the above plus: •up to 100 photos •2 to 3 songs •up to 7 captions	\$175.00	
	Gold Package – Includes all of the above plus: •up to 150 photos •3 to 4 songs •up to 10 captions	\$225.00	
	Platinum Package – Includes all of the above plus: •up to 200 photos •4 to 5 songs •up to 15 captions	\$275.00	
	Photo Scanning – Count the number of photos and other print materials that will require scanning	\$.50 ea.	
	Additional Photos – Count the number of photos and other print material that is over the package allowance	\$1.00 ea.	
	Additional Captions – Count the number of captions not including the intro and closing titles that are over the package allowance	\$2.00 ea.	
	Video Clips – Count the number of video clips that you want included	\$10.00 ea.	
	Additional DVD Copies – Each slideshow package comes with one DVD with custom label and jewel case	\$10.00 ea.	
	Songs Purchased on Your Behalf – If you want Family Heritage Productions to purchase your music include that here	\$2.00 ea.	
	CD Archive of Photos – If you want us to archive the photos that we scanned to a CD include that here	\$10.00 ea.	
1	Shipping and Handling – Flat rate	\$15.00	\$15.00
		Total	

Music Selections

List the music selections below in the order that you want them in your slideshow. Look at the package you selected to determine the number of songs that may be needed.

Song Title	Artist

Opening and Closing Titles

List an opening and closing title or message that you would like to be included at the beginning and end of the show. (Include additional sheets if necessary)

Beginning title or message:
Closing title or message:

Captions

If you want to include captions, list the caption and photo number below	
Caption	Photo No.
Caption	Photo No.
Caption	Photo No.
Caption	Photo No.
Caption	Photo No.
Caption	Photo No.
Caption	Photo No.
Caption	Photo No.
Caption	Photo No.

Captions Continued

Caption	Photo No.
Caption	Photo No.
Caption	Photo No.
Caption	Photo No.
Caption	Photo No.
Caption	Photo No.
Caption	Photo No.

Video Clips

If you have included video clips we need to know which photos you would like the video between. Please indicate below where you would like your video clips.

Video Clip of:	Between photo #	and photo #
Video Clip of:	Between photo #	and photo #
Video Clip of:	Between photo #	and photo #

Shipping Instructions

- Gather all your digital photos and copy them to a CD or DVD in the order you would like them to appear in your show. If you are unable to get your photos onto a CD or DVD then number your photos on the back. It is best to use post it notes to number the back of your photos. You can also include other materials such as letters, cards, diplomas, certificates, newspaper articles, concert tickets, or other print articles.
- Package all of your materials in an appropriately sized box or padded tear resistant envelope. If using an envelope place a piece of cardboard in it to protect your photos from bending.
- Don't forget to enclose this order form and any music you'll be providing.
- It is recommended that you use a mailing service such as UPS or Federal Express so your shipment can be traced if needed.
- All materials will be returned after your DVD slide show is completed.
- Ship all materials including this order form to:

**Family Heritage Productions
3607 Pawnee Pl.
Sioux City, Iowa 51104**

Payment Options (please check one)

<input type="checkbox"/>	Check or Money Order: Please include a check made payable to Family Heritage Productions
<input type="checkbox"/>	PayPal/Credit Card: With your PayPal account you can pay with Visa, Master Card, Discover or American Express. If you choose this method we will contact you with payment instructions.

Family Heritage Productions

Terms and Conditions

Family Heritage Productions herein enters into this agreement to perform the service of creating a DVD slide show with photographs, video, or other media submitted by the client, hereafter referred to as the material. The client hereby acknowledges that Family Heritage Productions will not be liable for any loss or damage to the material submitted by the client during shipment either to or from Family Heritage Productions. The client hereby releases Family Heritage Productions of all liability while in our possession whether direct, consequential, or incidental, arising out of use of Family Heritage Productions DVD slideshow services.

By signing this agreement, the client hereby declares to Family Heritage Productions that all of the material is free of copyright protection either directly or indirectly. If the material is copyrighted, the client hereby certifies that they have obtained written permission from the copyright holder to use the material for personal use as deemed by this agreement.

Client hereby agrees that the DVD slideshow provided to them from Family Heritage Productions is intended and to be used for private use only. In accordance with the Fair Use Copyright Act the client will not charge a fee for viewing and is not intended for any type of commercial use.

Client hereby acknowledges the DVD slideshow provided to them from Family Heritage Productions is legally copyrighted upon production and may not be duplicated for any reason.

Client hereby agrees that if they are not completely satisfied with the DVD slideshow provided to them from Family Heritage Productions, they must notify Family Heritage Productions within five business days upon receipt of the product. Family Heritage Productions will make every reasonable effort to correct any problems; however, it will be the client's responsibility for the shipping and handling of any replacement DVD slideshows.

Client hereby acknowledges that Family Heritage Productions will make every effort to create the best possible DVD slideshow from the material submitted and will make every effort to include all of the material from said client. In doing so, however, Family Heritage Productions reserves the right to omit some of the material in order to artistically create the emotional effect so desired in the DVD slideshow.

Client hereby agrees that all payments shall be made in full upon submission of the Order Form.

Client Name:

Printed

Signature

Date