



### ORDER FORM

AV Media • 634 W. Bedford Euless Rd. • Suite F • Hurst, TX 76053 • (888) 275-7004

#### Instructions:

1. Complete both sections of the form below; print the form and sign in the space provided. If you have questions, call us toll free at (888) 275-7004.
2. If you want your reels in chronological order, indicate the number series on each film box beginning with #1 and ending with the last reel.
3. Write brief titles (max. 20 characters & spaces) on each reel. Or you may write titles on the back of this page, numbering the items corresponding to the numbers on the reel boxes.
4. Package the reels securely in a box with this order form. Use sufficient padding such as newspaper or bubble wrap.
5. Ship to the above address via **UPS** or **FedEx** using label provided below. We recommend insuring your shipment.
6. Shipping Label appears on page 2 • Print label and apply to carton • Cover completely with clear sealing tape.

#### Customer Information

Name \_\_\_\_\_

Address \_\_\_\_\_

Address 2 \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

e-mail address \_\_\_\_\_

#### Payment Information

Check enclosed

Credit Card    Visa    MC    Amex    Discover

Credit Card # \_\_\_\_\_

Expiration Date \_\_\_\_ / \_\_\_\_ CVC # \_\_\_\_\_

Signature \_\_\_\_\_

Phone \_\_\_\_\_

#### Order Information

\_\_\_\_\_ number of 3" (50') reels = \_\_\_\_\_ ft.

\_\_\_\_\_ number of 5" (200') reels = \_\_\_\_\_ ft.

\_\_\_\_\_ number of 6" (300') reels = \_\_\_\_\_ ft.

\_\_\_\_\_ number of 7" (400') reels = \_\_\_\_\_ ft.

Estimated ft. \_\_\_\_\_ x 16¢ / ft. = \$ \_\_\_\_\_

Desired Title of Disc (example: Tommy Jones Graduation)

Do you want the reels in any specific order? See #2 above.

Yes                      No

# of extra DVD copies \_\_\_\_\_ x \$5.00 ea. = \$ \_\_\_\_\_

Total Est. \$ \_\_\_\_\_      50% Deposit \$ \_\_\_\_\_

Note: we charge only for the actual footage of film. The estimate here assumes that all reels are full. Your credit card will be charged 50% of the estimated charges at the time of your order. After the reels have been processed and converted to DVD, we will charge only the balance due based upon actual footage (plus shipping charges). Texas residents must add 8.25% sales tax. For questions, call toll free (888) 275-7004.

Shipping Label

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