



## Sample Completed Order Form – DVD Slideshow

Soaring Eagle Productions

info@soaringeagledvd.com

888-701-2160

### Customer Information:

Name: John Doe Email: jdove@isp.net

Address: 1234 Mystreet Rd.

City: Anytown State: Ohio Zip: 12345

Day Phone: 555-444-1234 Evening Phone: 555-444-4321

Preferred Contact Method (check all that apply):  Email  Day Phone  Evening Phone

Is this a surprise gift for someone who might answer the phone numbers above?  Yes  No

### General Information:

Type of Event: Eagle Scout Court of Honor

Date needed: 5/19/2009

Standard turnaround is 3-4 weeks from date order received. If needed sooner, contact us for rush order availability. Additional charge will apply.

### Gather and Organize your Photos

Gather your print photos. Write the filename and description of each digital photo on an index card (or similarly sized piece of paper). Place pictures and index cards in the order you want them in the show and number the back (use post-it notes on print photos to prevent damage). When filling out parts of this form that request photo information, use the number from the back of the photo. Our shows generally display 8 pictures per minute, so 80 pictures would make a 10 minute slideshow.

### DVD Information:

DVD Title: Eagle Court of Honor

(Will be displayed on the Chapter Selection Screen and printed on DVD Label)

Favorite Photo: separate clipart file - eagleflag.jpg

(Will be the background on Chapter Selection Screen and printed on DVD Label – This could also be a clipart file or other image that is not included in the slideshow. If so, provide the name and description of the image file; otherwise, provide the number of the photo.)

DVD Aspect Ratio:  16:9 (Widescreen)  4:3 (Square Screen)



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## Chapter Information:

Chapters are separate selections from the DVD Title Menu (like the scene selection on a Movie). It makes it possible to skip to a specific part of a large slideshow. The first chapter is included. There is an extra charge for each additional chapter (see pricing worksheet). Make one copy of this page for each desired Chapter.

Chapter Title:     Travis    

(Displayed on Chapter Selection Screen)

Chapter Selection Photo:   22   (Displayed on Chapter Selection Screen)

First Photo of Chapter:   1   Last Photo of Chapter:   23  

\*\* Captions: Too many captions can distract from your photos, so we suggest using captions sparingly. Caption before first photo and after last photo in chapter are optional, but there is no extra charge for them.

Where? (“On Photo 10”, “Before Photo 12”, “Bottom of Photo 14”, etc)	Caption
Before first Photo in Chapter (optional, but no extra charge)	Travis
After last Photo in Chapter (optional, but no extra charge)	

\*\* Background Music (We suggest 1 song for every 20-25 photos):

Song Title	Artist	Photo where Song should start	Source (“CD”, “MP3”, “Purchase for me”)
The Ride of the Valkyres	unknown	Beginning of Chapter	CD provided - track 1
Fly Like an Eagle	Steve Miller Band	8	Purchase for me

\*\*If you need additional space for Captions or Music, use the next page. Make as many copies of these two pages as necessary to provide all information.



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Chapter Title:     Dave    

(Displayed on Chapter Selection Screen)

Chapter Selection Photo:   47   (Displayed on Chapter Selection Screen)

First Photo of Chapter:   24   Last Photo of Chapter:   48  

\*\* Captions: Too many captions can distract from your photos, so we suggest using captions sparingly. Caption before first photo and after last photo in chapter are optional, but there is no extra charge for them.

Where? (“On Photo 10”, “Before Photo 12”, “Bottom of Photo 14”, etc)	Caption
Before first Photo in Chapter (optional, but no extra charge)	David
After last Photo in Chapter (optional, but no extra charge)	

\*\* Background Music (We suggest 1 song for every 20-25 photos):

Song Title	Artist	Photo where Song should start	Source (“CD”, “MP3”, “Purchase for me”)
Reflections on Earth Part 1	unknown	Beginning of Chapter	MP3 - RefEarth1.mp3
Reflections on Earth Part 2	unknown	After first song ends	MP3 - RefEarth2.mp3

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## Pricing Worksheet:

Item	Quantity	Cost Each	Item Total
<b>Digital Photos</b> – Photos provided in digital format.	24	\$1.00	24.00
<b>Scanned Photos</b> – Photos provided as prints, negatives, or slides to be scanned.	22	\$1.50	33.00
<b>Music Tracks Provided</b> – Background music provided to us on original CDs, or as MP3 files.	3	\$1.00	3.00
<b>Music Tracks to be Purchased</b> – Background music that we will purchase for you.	1	\$2.50	2.50
<b>Captions</b> – Beginning and end of Chapter captions provided. Number of additional captions requested.	0	\$0.50	0
<b>Additional Chapters</b> – One Chapter is included. Number of additional Chapters requested.	1	\$5.00	5.00
<b>Extra DVD Copies</b> – One DVD is provided. Number of additional DVDs requested.	0	\$15.00	0
<b>Online Hosting</b> – Number of months to keep show available for online viewing after initial preview	0	\$10.00 per month	0
<b>Sub-Total:</b>			67.50
<b>Shipping</b> – Waived if we arrange local pick up or drop off.	0	\$15.00	15.00
<b>Total:</b>			82.50

## Payment Method:

Check / Money Order: Make payable to **Soaring Eagle Productions** and include payment with order.

Credit Card / PayPal: Payment link will be sent to you once order is received.



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### Order Agreement:

Please read the following and sign below:

I am entering into an agreement for services rendered with Soaring Eagle Productions to develop a customized DVD slideshow per my order. I understand that full payment is due before delivery of the completed DVD. Soaring Eagle Productions cannot be held responsible for any damage to your materials during transportation. I hereby confirm that I have permission to use all photographs and musical works in this slideshow; and accept responsibility for copyright liability. Soaring Eagle Productions is not responsible for verifying this information, and is hereby released of the liability. Further, I intend to use this DVD for personal use only - such as at a wedding or family event and will not be commercially distributed. I acknowledge that I have read and agree to all of the statements in this agreement.

Signature: \_\_\_\_\_ *My Signature* \_\_\_\_\_ Date: \_\_\_\_\_ *4/2/2009* \_\_\_\_\_

### Mailing Instructions:

Send us your photos, music CD's, and completed order form. Be sure to use adequate packing material and protection for your materials to avoid damage during shipping. We recommend you send your photographs in a box to prevent bending. If sending an envelope it may be helpful to write "PHOTOS DO NOT BEND" on the outside of the package. We recommend you ship your package using a reliable and trackable shipping service (UPS, FedEx, USPS, etc.) We will do the same when sending everything back to you. Please email us or call us if you have any questions. Once your package is received, we will send instructions for uploading any digital photos or music files.

Mail your Order Form, payment and pictures to:

**Soaring Eagle Productions**  
2835 Westminster Way  
Springboro, Ohio 45066