

Please print clearly & enclose with your order.

Contact Information			
Name :			
Address :			Country :
City :	State/Province :		Zip/Postal Code :
Primary Phone :		Alternate Phone :	
Email Address :			
How did you learn about Defining Moments.US?			

Package Information (Check applicable Box)				
Package Type :	<input type="checkbox"/> Essential	<input type="checkbox"/> Ultimate	Show Theme :	
Title of Show (To be Printed on DVD Case/Label) :				
Date DVD Show is Required :			Rush Order ? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Music Choice (Complete the matching number of music titles & artists corresponding to the number of photos)				
Exact Number of Photos <input type="checkbox"/>	Number of Photos / Songs		Title	Artist
	20-50 Photos 1-2 songs	1		
		2		
	51-75 Photos 2-3 songs	3		
		4		
	76-100 Photos 4-5 songs	5		
		6		
	Over 100 Photos 6-10 Songs	7		
		8		
		9		
10				

Standard, Incidental & Optional Charges Worksheet (Check applicable Box)			Amount
Essential Package	Setup Fee \$45.00	Number of Photos (to be Scanned) <input type="checkbox"/> X \$1.75	
		Number of Digital Photos <input type="checkbox"/> X \$1.00	
Ultimate Package	Setup Fee \$60.00	Number of Photos (to be Scanned) <input type="checkbox"/> X \$2.25	
		Number of Digital Photos <input type="checkbox"/> X \$1.50	
Return Shipping Method : <input type="checkbox"/> Priority Mail, 2-3 Business Days (\$20) <input type="checkbox"/> Next Business Day (\$30)			
Number of Additional DVD Copies : <input type="checkbox"/> X \$10.00			
Number of Extra CD of Scanned Photos : <input type="checkbox"/> X \$ 5.00			
Number of Video Clips (up to 3 minutes per clip) : <input type="checkbox"/> X \$10.00			
Online Preview (Free 1 Week) & Webshare, Final Version (30 days) : <input type="checkbox"/> Yes, \$30.00			
Rush Orders may be available for an additional charge of \$25.00. Before ordering, please contact us by email or phone for availability.			
Total Amount of Order >>>>			
Payment Method : <input type="checkbox"/> Money Order <input type="checkbox"/> Cashier's Check <input type="checkbox"/> Personal/Business Check			

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Special Instructions (Messages, Captions, Video, etc) Provide additional sheets, if necessary.

Opening Message : -----

Closing Message : -----

Individual Captions (if required) with specific Images

Image #	Caption	Image #	Caption

Menu Titles (if required) with specific Images

Image #	Title	Image #	Title

Special Texts (Other than listed above) like poetry, wedding vows, event information, special dates, bible verses, etc.
Provide a list that you would like included in your show. Indicate if a separate sheet is attached, appropriately labeled.

Video Clips Placement (if included)				Video Clips Placement (if included)			
Clip ID	Title	After Slide #	Before Slide #	Clip ID	Title	After Slide #	Before Slide #

Additional Instructions

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Our Guarantee	
	Upon completion of your DVD Show and before burning and shipping, we will upload your show to our website for you to view and approve. Our primary objective is to create a DVD Show to your full satisfaction. If there is a problem with your order, we will make every reasonable effort to correct the problem. We will be glad to make minor edits to your show. However, major changes or edits will incur additional charges. There is no refund for incompatibility issues as explained in the paragraph below (DVD Compatibility).
Damage Liability	
	DefiningMoments.US cannot be held responsible for any loss or damage to your photos, CDs and other materials submitted during transportation to and from DefiningMoments.US . We take the utmost care with respect to the materials that you submit to us for use with any of our services. Because these photos are invaluable, it is important for DefiningMoments.US to obtain your expressed written release of liability for any damage that may occur to any of your materials while they are in our possession whether direct, consequential, or incidental arising out of use of DefiningMoments.US services.
Copyright Liability	
	It is your responsibility as the client to ensure that you are in compliance with copyright law and hereby declares that all materials submitted are free of copyright protection either directly or indirectly. This order agreement includes a signed confirmation that you are authorized to use all photographs and musical works to be used in the creation of your DVD Show. DefiningMoments.US is not responsible for verifying this information, and will not be held liable for any violation. We reserve the right to refuse orders, at our discretion, that include copyright violations. The client also acknowledges the DVD Show provided by DefiningMoments.US is legally copyrighted and may not be duplicated for any reason.
Privacy Policy	
	DefiningMoments.US promises that we will never sell, rent, lease, or otherwise disclose your contact information to any third party organizations. Your contact information will only be used by DefiningMoments.US , and only for the Defining Moments.US marketing and promotions announcements. You may request to opt-out at any time by contacting us at info@definingmoments.us
DVD Compatibility	
	DefiningMoments.US uses the popular DVD+R Format, which is compatible with most existing DVD players. Please be sure to check your DVD player manual/manufacturer to determine if it supports DVD+R. This website is a good place to check for compatibility of your DVD Player: http://www.dvdrhelp.com/dvdplayers . If needed, we can assist you in determining if your DVD player supports the DVD+R format. Sorry, refunds will not be issued for DVD incompatibility reasons.
Payment & NSF	
	Client hereby agrees that full payment shall be made upon receipt of materials by DefiningMoments.US and definitely prior to shipment of the final version of the DVD Show. Client also agrees that if paid by personal or business check and said check is returned for NSF (Non-Sufficient Funds), client will be liable for an additional fee of \$30.00 NSF bank charge.
Acknowledgement	
	I am entering into an agreement for services rendered with DefiningMoments.US to conduct the development of a customized DVD Show per my order. I understand that full payment is due before shipment of the completed DVD. I acknowledge that I am responsible for ensuring permission to use all photographs and musical works in this DVD Show. I also understand that copyright law prohibits unauthorized duplication and distribution of this DVD Show without permission. I acknowledge that I have read and agree to all of the above statements in this agreement.
	<p>Client Name : _____</p> <p>(Please Print Clearly)</p> <p>_____</p> <p style="text-align: center;">Signature Date</p>

Please sign & enclose with your order.

Adult Release Form for Media Recording

I, _____, do hereby grant or deny permission to

DefiningMoments.US to use the images of myself, as marked by my selection below.

Such use includes the display, distribution, publication, transmission, or otherwise use of photographs, images, and/or video of myself for use in materials that include, but may not be limited to, printed materials such as brochures and newsletters, slide shows, and digital images such as those on the **DefiningMoments.US** Web site.

- Deny permission to use my images at all.
- Grant permission to use my images. I give unrestricted permission for my images to be used in print, video, and digital media. I agree that these images may be used by **DefiningMoments.US** for a variety of purposes and that these images may be used without further notifying me. I do understand that my last name will not be used in conjunction with any slide shows or digital images.

Signature _____ Date : _____

Parent/Guardian Release Form for Media Recording

I, the undersigned, do hereby grant or deny permission to **DefiningMoments.US** to use the images of my child, _____

as marked by my selection below. Such use includes the display, distribution, publication, transmission, or otherwise use of photographs, images, and/or video of my child for use in materials that include, but may not be limited to, printed materials such as brochures and newsletters, slide shows, and digital images such as those on the **DefiningMoments.US** Web site.

- Deny permission to use my child's images at all.
- Grant permission to use my child's images. I give unrestricted permission for my child's images to be used in print, video, and digital media. I agree that these images may be used by **DefiningMoments.US** for a variety of purposes and that these images may be used without further notifying me. I do understand that the child's last name will not be used in conjunction with any slide shows or digital images.

Parent/Guardian Signature _____ Date : _____