



# DVD Photo Montage & A/V Order Form

Preserving and Presenting  
Your Precious Memories!

Event Date	
Project Due Date	

MusicMasters, LLC 251 Fallsbrook Road • Timonium • MD • 21093 • 410-252-2299

## Customer Shipping Information

Name		Company	
Address		Address 2	
City/State/Zip		Email	
Day Phone		Eve Phone	

## Purchase Information

Description	QTY	Rate	Total
<b>Starter DVD Montage Package</b> includes up to 40 photos, titling, packaging, color correcting		\$150	\$
<b>Additional Photos</b>		\$2 per	\$
<b>Photos to be scanned</b>		\$2 per	\$
<b>Video Capture</b> per minute		\$4 per	\$
<b>Captioning of individual pictures</b>		\$1 per	\$
<b>Additional Titles</b> Beginning and ending titles included free. Additional titles can be added to introduce each section of the slide show.		\$3 per	\$
<b>Music Purchase</b> if you wish not to provide your own music, we can purchase the title upon your behalf		\$1 per	\$
<b>Additional Copies</b>		\$25 per	\$
<b>AVI or MPG File</b> for web viewing and/or emailing		\$25 per	\$
<b>Disc with color corrected photos for later printing</b>		\$15 per	\$
<b>LCD Projector</b>		\$150	\$
<b>7x7 Projection Screen</b>		\$50	\$
<b>DVD Player</b>		\$40	\$
<b>Laptop Computer</b>		\$100	\$
<b>27" LCD Flatscreen TV/Monitor</b>		\$100	\$
<b>Comments:</b>	<b>Subtotal</b>		\$
	<b>MD Sales Tax (6%)</b>		\$
	<b>Total</b>		\$

Please specify the title to be used for your DVD and it's case

**Additional Titles (attach separate sheet if necessary)**

Additional Title Text	Insert Point

**Photo Captions (attach separate sheet if necessary)**

Photo Number	Caption

**Video Capture (attach separate sheet if necessary)**

Description Of Clip	Start Time	Length	Insert After Photo Number

**Song Titles (attach separate sheet if necessary)**

Artist/Title	Picture Numbers

Please number the back of your photographs using a soft pencil in the order that you would like them displayed. This is important if you want the pictures to be in chronological order. If pictures are not numbered, then they will be placed randomly in the final production. We're sorry, but we cannot attempt to sort them for you. Place all photos in a Zip-Loc bag with your name on a piece of paper placed in the bag for easy identification purposes. We recommend that you ship your materials in a box to prevent damage during transit. It is also recommended that you send your items using a shipper that can provide tracking information (UPS, FedEx, etc.).

Submit this form and your materials to: **MusicMastersMedia, 251 Fallsbrook Road, Timonium, MD 21093**

**Questions?**

We're happy to assist you in any way we can during this process. Feel free to contact us anytime  
EMAIL: [customerservice@musicmastersonline.com](mailto:customerservice@musicmastersonline.com)  
PHONE: 410-252-2299

**Payment**

We accept check or money order made payable to MusicMasters, LLC.  
Payment can be made via credit card by calling our office.  
Full payment is due before release of DVD and materials provided by customer.

**Scanning Specifications**

Some customers have the ability to scan or get scanned their prints. If doing so, please scan at a resolution of 600dpi and as a .jpg file. DO NOT color correct or crop! This is important—we will do this for you at no additional charge. When burning to a CD be sure to put them in the order that you would like them or name each file with the picture number. You can also email your scanned prints. If providing pictures from a digital camera, you can burn them to a disc or email them but remember to change the file name to the picture number.

**Please Read Carefully and Sign Below**

We understand the significance of your personal prints and/or video and the utmost care is given to all materials received by us. All materials provided will be returned upon completion of project and payment. You acknowledge and agree that MusicMasters, LLC or its agents liability for any loss, damage or delay to said material during the requested service will be limited to the replacement cost of a non-exposed roll of film or replacement cost of a CD or video cassette. Except for such replacement, MusicMasters, LLC or its agents shall not be held liable for any other loss or damage, directly or indirectly, consequential or incidental arising out of customers use of MusicMasters, LLC's services. You also warrant that any material presented to MusicMasters, LLC or its agents for transfer and production are not to the best of your knowledge protected by copyrights owned by another. If material presented to MusicMasters, LLC is protected under copyright by another, you acknowledge that written permission has been obtained and is in your possession. You also agree that this order will be used exclusively for private use and will not be distributed commercially. You will hold MusicMasters, LLC harmless for any judgment costs, legal fees, or other expenses that may arise by reason of any infringement of copyrights related to this order. Our liability will be limited to a re-do only. We want you to be thrilled with the final production but the artistry and composition of this order is at the discretion of MusicMasters, LLC and any changes will be limited to corrections of misspellings or picture order. All equipment provided to you including projector, screens, cables, remotes, etc. will be in working order and you will be held liable for any loss or damage due to accident or negligence anytime during the rental period. You will not be held liable for normal wear and tear and expendable items (lamps). We thank you for using MusicMasters, LLC and appreciate your patronage.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Contracting Party

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
MusicMasters, LLC