



# VIDEO EDITING ORDER FORM

CLIENT NAME: \_\_\_\_\_  
TODAY'S DATE: \_\_\_\_\_

Keep It Reel, Inc. • 297 Kinderkamack Rd. Ste 123 • Oradell, NJ 07649 • www.keepitreelonline.com • 201-785-6780

## CONTACT INFORMATION

Address:	
City/State/Zip:	
Phone:	Email:

## SHIPPING INFORMATION

<input type="checkbox"/> Same as above <input type="checkbox"/> I'll pick up my order    Name: _____
Address:
City/State/Zip:

## PROJECT INFORMATION

### Choose Your Video Editing Package

\$489 1-2 hours raw footage edited Includes 2 copies of DVD	\$659 2.5-4hrs raw footage edited Includes 2 copies of DVD	\$849 4.5-6 hrs raw footage edited Includes 3 copies of DVD	\$1059 6.5-8 hrs raw footage edited Includes 3 copies of DVD
Media being submitted: Type _____ Length _____	Media being submitted: Type _____ Length _____	Media being submitted: Type _____ Length _____	Media being submitted: Type _____ Length _____
<b>ALL PACKAGES INCLUDE:</b> Intro/Closing Titles Additional Titles/Captions Transitions Basic Editing Original Audio Enhanced Interactive DVD Menu Chapter Points Custom Printed DVD & Case Online Preview & Sharing	<b>CUSTOMIZE YOUR PACKAGE BY INCLUDING</b> (✓ all that apply):		<b>QUANTITY/MEDIA TYPE</b>
	<input type="checkbox"/> <b>Photos - \$4 per photo</b> Combine your photos and video for a truly memorable production. Photos can help tell a part of the story not captured on video.		_____ Original _____ Digital
<b>PROJECT DUE DATE:</b>	<input type="checkbox"/> <b>Additional Custom Printed DVD &amp; Case - \$25</b>		How many extra DVDs?
	<input type="checkbox"/> <b>Footage that exceeds package selected - \$2/minute</b>		_____ Additional Minutes

### PLEASE TELL US ABOUT YOUR PROJECT IDEAS AND/OR REQUESTS

Event/Occasion:
Theme/Mood:
Preferred Music Genre:
Specific Music Requests:
Intro Title:
Closing Title:
Title for DVD & Case:



**HOW DID YOU HEAR ABOUT KEEP IT REEL?**  Google  Yahoo  Other  Referral: \_\_\_\_\_

RETURNING CLIENTS CHECK HERE FOR YOUR 10% DISCOUNT

CHECK HERE IF YOU HAVE A REFERRAL DISCOUNT CERTIFICATE

### **PAYMENT INFORMATION**

Payment in full is required before we move to final production and/or ship your package.

All credit card payments are accepted online via PayPal only. Cash and personal checks are accepted but must be received prior to finalizing your project unless you are picking up in person.

### **PLEASE CHOOSE YOUR PRODUCTION TURNAROUND OPTION:**

STANDARD • 2-3 WEEKS PRODUCTION TIME (FROM DATE YOUR MATERIALS ARE RECEIVED) • UPS GROUND SHIPPING RATES APPLY

RUSH ORDER • LESS THAN 2 WEEKS PRODUCTION TIME • 15% RUSH FEE APPLIES • EXPRESS/OVERNIGHT SHIPPING RATES APPLY

***WE HIGHLY RECOMMEND THAT YOU CONTACT US VIA EMAIL OR PHONE BEFORE YOU SHIP YOUR MATERIALS. PLEASE SHIP ALL MATERIALS PACKAGED PROPERLY VIA UPS OR FEDEX TO:***

**KEEP IT REEL, INC.**

**297 Kinderkamack Road Suite 123**

**Oradell, NJ 07649**

### **ORDER AGREEMENT**

#### ***OUR GUARANTEE***

Your satisfaction is guaranteed. To that end, during the screening phase of all productions, every effort is made to ensure satisfaction before the project moves to final production. Therefore, we cannot offer refunds for completed projects.

#### ***DAMAGE LIABILITY***

KEEP IT REEL, INC. is not responsible for any loss of or damage to your materials incurred during shipping. Please be sure to package your materials properly and use a shipping service with a tracking system.

#### ***COPYRIGHT LIABILITY***

It is the sole responsibility of the client to ensure that you are in compliance with copyright law. By signing this agreement, you are confirming to us that you are authorized to use all photographs and video submitted to us for use in production of your DVD. KEEP IT REEL, INC. is not responsible for verifying this information and is hereby released of any liability. At our discretion, we reserve the right to refuse orders that include any questionable content.

#### ***DVD COMPATIBILITY***

KEEP IT REEL, INC. uses the common DVD-R formatted DVDs, which are compatible with approximately 95% of all existing DVD players. Please verify that your DVD or laptop supports DVD-R. We are not responsible for incompatibility issues.

#### ***PRIVACY***

KEEP IT REEL, INC. guarantees that we will never distribute client contact information in any form for any reason.

#### ***ACKNOWLEDGEMENT***

By signing this agreement I acknowledge that I have read and understood the statements above. I further acknowledge that the completed DVD I have requested is for personal use only.

**SIGNATURE:** \_\_\_\_\_

**PRINT NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_