

## Order Form

Name/Position: \_\_\_\_\_ Organization name: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Eve. Phone: \_\_\_\_\_ Email address: \_\_\_\_\_

Billing address:

Street: \_\_\_\_\_

City: \_\_\_\_\_

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

Shipping address (If different from billing address):

Street: \_\_\_\_\_

City: \_\_\_\_\_

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

Number of photos enclosed: \_\_\_\_\_

Music selection title(s): \_\_\_\_\_

Deadline date: \_\_\_\_\_

Title (For cover and title sequence): \_\_\_\_\_

Title sequence wording: \_\_\_\_\_

Special Instructions (Please refer to photo numbers for special instructions regarding retouching/redeye removal, cropping, and synchronization): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Number of copies for initial order: \_\_\_\_\_

Enclose this form with your photos and music and ship to the address on the reverse of this brochure.

Feel free to enclose additional instructions.

### Billing:

You need not send money now. We will send an invoice with the draft copy. Your final order with original pictures and music will ship upon payment of the invoice.

## From Photo...



## Digital Transfer Guide

Perfect for:  
Wedding Receptions - Anniversaries  
Graduation Receptions  
Christmas Gifts - Birthday Parties  
Corporate Presentations  
Employee Recognition  
Mother's Day - Father's Day  
Dinner Parties - Retirement Parties



504 WEST MONTGOMERY STREET  
CRESTON IA 50801  
641.782.6058  
WWW.SPOTLIGHTX2.COM  
MEDIA@SPOTLIGHTX2.COM

## Standard Package Includes

Photos arranged in any order. Please number them accordingly.

Retouching / redeste removal of up to 5 pictures per song.

Cropping of up to 5 pictures per song.

Synchronization of up to 5 pictures with specific lyrics/ points in each song.

A custom rolling or still title sequence at the beginning and/or end of the video (2 to 3 sentences)

Submission of 1 draft copy for approval, minor changes for final video

1 copy of your finished video in Hi-Fi VHS or VideoCD format in durable plastic case with custom cover.

## Pricing

\$1.10 per photo. \$1.50 per slide. \$.75 per digital photo

Additional retouching, redeste removal, color correction, cropping: Add 1 hr. of editing per 10 photos.

Additional synchronization: Add 1 hr. of editing per 5 photos.

All editing is billed at \$25/hr.

Shipping is via USPS or UPS Ground at published rates. We do not charge for packaging or handling.

### VHS Duplication

1-24 Copies: \$7.00 each

25-49 Copies \$6.50 each

50+ Copies: \$6.00 each

In durable plastic cases with custom covers

Pricing does not include sales tax

**Thank you** for your interest in our photo to video transfer services. This guide is intended to provide you with the information you need to prepare your photos for a successful video transfer.

### First...

Please number all of your photos, even if you do not desire to have them presented in any particular order. This will ensure that none are missed during the transfer process. Please use this number as a reference for special instructions. If you do not wish to write on the back of your photos, simply attach numbered post-it notes to the back instead. It might be handy to keep a note for yourself as to where each photo came from to ease the process of returning them to the appropriate album.

### Size Matters...

Photos should be at a minimum wallet size (2.5 x 3.5 in.), and no larger than 8x10 in. Digital photos should have a minimum resolution of 640x480.

### How many photos?

A good rule of thumb is 40 to 50 photos per song. The average song is 3 to 3 1/2 minutes; this allows each picture a 4-5 second appearance.

### Shipping

Seal your photos and music in a zip-lock bag if possible and place them in a sturdy new or like-new cardboard container. It is important to us that your photos and music are returned in the same condition in which they arrived: please ship them via UPS so we can track the shipment.

Spotlight Multimedia is a full-service professional video editing and production company. We offer wedding and event videography, corporate product and service demonstration production, and custom editing, titling, graphic overlay, and duplication. We can produce content for distribution on VHS, S-VHS, MiniDV, Video CD, Super Video CD, miniDVD, and DVD as well as provide your content ready for internet distribution in MPEG-1, MPEG-2, Real Media, Windows Media, and a variety of other digital formats.

## Frequently Asked Questions

Q: Can you add special effects, make my pictures fly in and out, etc.?

A: Yes. Almost anything is possible with digital video. Feel free to discuss your ideas with us. We will often add special effects at no charge where they seem appropriate. However, too many effects quickly become distracting; sometimes less is more.

Q: I have some video that I would like to incorporate, how much would that cost?

A: Some video can be added without significantly increasing the cost. Pricing will vary on a case-by-case basis. Feel free to call or e-mail us for a quote.

Q: Can I have my video on a DVD instead of VHS?

A: We can produce your video on VHS, S-VHS, Video CD, Super Video CD, or DVD. Call or e-mail us for details.

Q: How soon can I expect my video to be finished

A: We expect to ship a draft of your video to you within 2 weeks. During busy seasons (graduation, Christmas, etc.) it may take longer; please plan accordingly. Upon approval of a draft, your finished video will ship to you within a week. We will work with you to ensure your video is ready before your deadline.

Q: I have some photos from a digital camera...

A: Digital photos of at least 640x480 resolution save time and labor. They can be incorporated for \$.75 each instead of \$1.10 each. 10 or less may be e-mailed. More than 10 should be sent on CD-ROM.



504 WEST MONTGOMERY STREET  
CRESTON IA 50801  
641.782.6058  
WWW.SPOTLIGHTX2.COM  
MEDIA@SPOTLIGHTX2.COM