



PROFESSIONAL AUDIO SERVICES ORDER FORM

155 Boardwalk Dr.
Suite 400-514
Fort Collins, CO 80525
Phone: (970) 689-0070
www.AVRrestore.com

Please choose the **output formats** requested for each original and indicate how many of each type of disc per each original you want. You may fill in the fields using a computer or print it first and complete the form manually. Note that the fee for the second and any subsequent output format from the same original is only 50% (half) of the normal fee.

AUDIO

- Audio CD x _____ CDs / each original
- LP cover art scanning
- wave (USB drive)
- MP3 (USB drive)
- MP3 (web download)
- Mixing and mastering services needed

COMMENTS

ADDITIONAL INFO

- I included a USB drive
- AVRrestore will provide an adequate USB drive
- How should we format your digital media (must specify): Windows PC Apple
- Rush service requested (processing and shipping fees apply)

BILLING INFO (must fill all fields)

Full name _____

Address _____

City _____

State _____ Zip _____

Phone _____ - _____ - _____

E-mail _____

SHIPPING INFO

Same as the billing address

Full name _____

Address _____

City _____

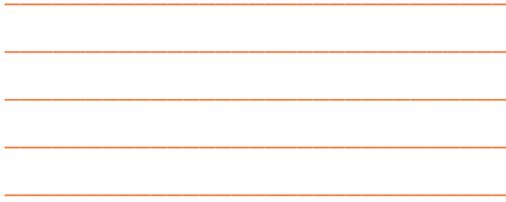
State _____ Zip _____

Phone _____ - _____ - _____

E-mail _____

I accept the standard terms of agreement published on www.AVRrestore.com.
I have the unrestricted right to permit AVRrestore to perform the services requested.

Signature _____ Date: _____



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FRAGILE • MAGNETIC MEDIA • FRAGILE



FRAGILE



**MAGNETIC MEDIA
DO NOT X-RAY!**

INSTRUCTIONS ON HOW TO ORDER PROFESSIONAL AUDIO SERVICES

- 1 This order form can be used only for conversion of professional audio formats. To see a list of professional audio formats, please go to our “Audio” page.
- 2 If you order conversion to Audio CD, check the box for the output format and enter the number of Audio CDs you want for each original.
- 3 The requested output format will apply to all originals. If you have multiple items and want different output formats or different number of additional copies for different originals, please provide a detailed description of the required services on a separate sheet.
- 4 Should you choose two or more output formats, each of the originals will be processed in all the formats requested. The initial fee will be for the highest priced item and the fee for the second or any subsequent format of equal or lesser value will be 50% off the listed fee. For example, you send an audio tape to be made into an Audio CD and also a MP3 for download. You will be charged the full conversion fee for the MP3 output, which is higher, plus 50% of the fee for conversion to Audio CD.
- 5 Multitrack (tracking) tapes will be output to wave files, one for each track (instrument). These files may be imported easily to Pro Tools, Logic Pro or any other DAW for mixing or mastering. If you wish to order such services from us, check “Mixing and mastering services”. You will need to provide a track list and all other relevant info.
- 6 If you order anything on USB drive or hard drive, you have the option to provide your own USB or hard drive. Otherwise, we will provide one with the closest capacity that we have in stock and add the cost to your estimate. Please let us know if multiple identical drives are required.
- 7 The digital media must be formatted for either Windows or Apple. You must let us know which one is required.
- 8 Priority processing is available on some of our services at an additional cost. If this is a time-sensitive job, please check the appropriate field on the form and we will provide an estimated time and cost after we evaluate your originals.
- 9 Be sure to include all your contact information in the “Billing” and “Shipping” fields. We do not share that data with any third parties and we will not send you spam email. We send you our estimates and invoices via email. We will contact you by phone if we need clarification. Failure to provide the full contact information will result in delaying the project.
- 10 Please ship the original media in a rigid cardboard box, with at least 1/2 inch of cushion between media and the box. Make sure the media does not shift inside the box. Mark the box clearly “FRAGILE” and “MAGNETIC MEDIA”. Use any traceable courier service (UPS, FedEx, DHL, USPS) with delivery confirmation. Your media (except USB drives) qualifies for Media Mail service at very low cost. Different size boxes are available for free (for priority services) at the courier’s office.

IMPORTANT: Do not forget to include the order form.