



Digital Studio

Capturing Your Memories Forever

# Invoice

Date Order Placed:

Your Name	Phone Number	Your Email *Required*	Payment Terms
			Due upon Order

Details	Description	Select One	Number of Items
<b>Event / Occasion</b>	Please Explain:		
<b>Date of Event</b>			
<b>Background</b>	Please specify Category and #:		
	Supplying your own?		
<b>Package</b>			
Basic	Up to 60 Pictures - Up to 2 Songs - 1 DVD - 2 Titles (sections)		
Silver	Up to 100 Pictures - Up to 3 Songs - 1 DVD - 3 Titles (sections)		
Gold	Up to 150 Pictures - Up to 4 Songs - 1 DVD - 4 Titles (sections)		
Platinum	Up to 300 Pictures - Up to 7 Songs - 2 DVDs - 5 Titles (sections)		
Photo DVD	<b>This option does not include choice of music, titles, captions, or "special" effects, only simple pan, zoom, and fades.</b>		
<b>Photos</b>	<b>Digital (D) and Traditional Print (TP) Total Combined</b>		
<b>How many?</b>	<b>Digital (D)</b>		
	<b>Traditional Print (TP)</b>		
<b>Scanning?</b>	Free of Charge! Select the best option.		
<b>Tribute</b>	Please specify name of "Honorary Person(s)"		
<p><b>If you are purchasing your Life Event DVD as a surprise, we don't want to spoil it! If you live with the person(s) for which you are purchasing your Life Event DVD, we need to know! We'll be as discreet as possible when calling your home or mailing packages. If we need to be careful, please check "yes." If the person does not live with you, check "No Worries!"</b></p>			
<b>Recorded Voice (RC)</b>	Please specify the recorded format, i.e. wma, mpeg1, etc.		
Recorded Voice 1			
Recorded Voice 2			
<b>Copies</b>	Remember Copies are only \$15 for the first and \$10 for all others!		
<b>Shipping</b>			
<b>Rush Service</b>	Minimal 72 hours WORK time BEFORE shipping. ADD 25% of Package Cost		
<b>Special Instructions</b>			

Subtotal

Sales Tax

Total

Please Note: Shipping costs are not included in the cost of making your DVD.







*Capturing Your Memories Forever*

*Across Graphics Digital Studio  
16424 Mateer Rd  
Lincoln, AR 72744  
479-846-0947*

## Terms of Service

### LIFE EVENT DVD DESIGN

**Across Graphics Digital Studio** (hereafter referred to as "**AGDS**") is granted full production and editorial control by the client regarding all aspects of editing and creating the production. In return, **AGDS** agrees to work with the client to create a Life Event DVD that meets their specifications. **AGDS** agrees to make every provision possible to incorporate the client's suggestions and ideas into the video. The client is to make all design and editorial suggestions prior to shipment. After the client has received the video, changes can be made free of charge only (1) if **AGDS** failed to meet the specifications given by the client prior to shipment (2) names, dates, quotes are incorrect according to the order form filled out by the client.

**AGDS produces multimedia Life Event DVDs using your photographs, digital photos, digital video clips, documents you provide to us.** Your photos are organized in a slideshow that is set to your choice of royalty-free stocked music or our choice if you decline the option to choose. **The Life Event DVD is recorded onto a DVD using DVD+R specifications that can be played in most DVD players.**

**It is the customer's responsibility to ensure that your DVD player is compatible before you place your order. We cannot accept returns or cancel orders after they have been processed.** You may check the compatibility of your DVD player by visiting

#### **Just how compatible is the DVD+R/+RW format?**

The most comprehensive independent research performed by Intellikey Labs found that DVD+R is compatible with over 95% of current DVD players and drives, which makes it the most compatible of all recordable DVD formats.

Every possible attempt is made to include every photo sent to us. However, **AGDS** does not undertake to guarantee any specific picture be included in the Life Event DVD. Considering that certain photographs, depending on their quality and visual appearance, are impossible to scan and/or include in the presentation, **AGDS** reserves the right to eliminate photographs from the Life Event DVD. Photos considered to be obscene or offensive will be deleted. We also reserve the right to crop, color correct, or retouch any photograph used in the presentation to increase visual appeal. **AGDS** is not responsible for photographs that appear to be slightly darker/lighter than the original prints, as specific colors may not appear to be the same on a television screen. All attempts will be made, however, to produce accurate representation of each photo.

The client is responsible for numbering each photograph for the purpose of specifying the order in which they are to appear. **AGDS** will make every attempt to place the photos in the exact order requested, but does not guarantee the exact order specified. **AGDS** assumes the right to alter the order requested by the client (the order may be slightly changed to increase visual appeal, to help the "flow" of the video, etc.) If no order is specified, **AGDS** will attempt to categorize the photos chronologically. In this case, **AGDS** is not responsible for photos that appear in the incorrect order.

**AGDS** agrees to make every attempt possible to verify all information given by the client in the online order form. It is the ultimate responsibility of the client, however, to ensure that all information provided on the order form is correct prior to submission. In the event that the incorrect information is included in the Life Event DVD as a result of incorrect information provided in the order form (e.g. misspelled name, incorrect date, wrong background choice, etc.), it is the financial responsibility of the client to purchase an additional copy with the correct information and/or return the incorrect videos to **AGDS** to be corrected and returned (standard shipping applies).

## **PAYMENT**

Within 14 days of filling out an **Across Graphics Digital Studio** order form, the client's full payment is to be received unless otherwise agreed upon with an Across Graphics Digital Studio representative. This includes payment for extra copies, DVD's, shipping, etc. Payment is non-refundable (see "Extenuating Circumstances" for exceptions). Dates are reserved only when payment is made. Any bank charges incurred due to returned checks will be charged to the client along with a \$50 insufficient funds fee. All personal checks must clear before the Life Event DVD is delivered with no exceptions. With this in mind, clients must plan accordingly. All selections are final once client has turned in completed order form (this includes all photograph/music/package selections, etc.) unless otherwise agreed upon with an Across Graphics Digital Studio representative. All photographs and music selections will be returned to the client only after full payment has been received. Full payment must be received before the Life Event DVD is created with no exceptions. **Payments are to be made out through PayPal.com ~ "Send Money" to [Lfiatoa@acrossgraphics.com](mailto:Lfiatoa@acrossgraphics.com) or a US Bank Cashier's Check made payable to Laura Fiatoa. Because of the money order and cashier check frauds – these payments will be cashed immediately. If they are found to be fraudulent we will report all information including your ISP address to the local and state authorities.**

## **COPYRIGHT**

The Copyright of all Life Event DVD designs is retained by **AGDS**. Reproduction by video or any other means is prohibited. Original files remain the property of **AGDS** and may be used for advertising, display, or any other purpose seen appropriate. In return, **AGDS** agrees to use the same in good faith and in good taste.

All music used in our Life Event DVD's is copyrighted material by which **AGDS** does not hold copyrights. By submitting an order form and agreeing to **AGDS's** terms of service, **clients agree that they have purchased and possess their own original copy of all music** used in their video.

**Regarding professional portraits:** photographers hold all copyrights to their images, and must agree to their use in your Life Event DVD. If your photographer has questions or concerns, they may contact us directly. We will be happy to make arrangements with the photographer and will include their company logo at the end of the Life Event DVD if requested.

**AGDS** will use the images and **video you supply to us to create your Life Event DVD**. At the customer's request, we can also use royalty-free pictures in your Life Event DVD. In compliance with the copyright laws of the United States, the customer must have the right to use all music, images, and video in the Life Event DVD.

## **EXTENUATING CIRCUMSTANCES**

The due performance of this agreement is subject to alteration or cancellation by **AGDS** owing to any cause beyond their control. **AGDS** takes the utmost care in respect to processing, designing, and transporting client's Life Event DVDs. Every care is taken in scanning, designing, and processing using professional materials. In the unlikely event of total technological failure, or any extenuating circumstances that prevent **AGDS** from shipping the video on time, **AGDS's** liability shall be limited to a full refund of all money paid for the event package.

**Because we must rely on outside carriers to deliver packages, AGDS is not responsible for videos lost during shipment or videos that do not arrive on time due to mishandling by an outside carrier.** In the event that a video does not arrive by the date promised by the outside carrier, a tracking number will be provided to the client to verify the package was sent on time. **AGDS** will also ship a new video to the client at no cost if the shipment has been lost. Clients are urged to order their Life Event DVDs at least 2 weeks in advance, to prevent last-minute shipping mishaps. In the event that a video is damaged during the shipping process, **AGDS** will ship a new video to the client (at no additional cost) upon the client's return of the damaged video.

## SHIPPING & SCANNING

In the event that shipping is necessary, a standard shipping/packaging fee of \$20 or \$50 for Overnight shipping will be added to the Life Event DVD price. Shipping insurance is recommended but is optional. Any insurance requested by the client will cost the client only the actual charge of insurance.

Clients may scan their own photos or request that **AGDS** scan them. **AGDS** is happy to scan all photographs free of charge. Digital photographs can be sent to **AGDS** on CD and will be returned to the client. Digital photographs may also be sent via email. Digital photos are to be named in the order in which they are to appear on the Life Event DVD, i.e. 001.jpg, 002.jpg, 003.jpg... etc.

For customers scanning their own images or having them scanned by a third party, the scanned images should be scanned at 300 dpi or better. Original photos scanned at a lower resolution may not be suitable for a quality slideshow production. **AGDS** assumes no responsibility for the quality of pictures scanned by the customer or a third party. In the event a picture(s) is scanned at a resolution lower than 300 dpi and are not suitable for slideshow production, the customer will be given the option to use the pictures "as is", resend a picture scanned at a higher resolution, or exclude the picture from the video.

## CLIENT AGREEMENT

It is mutually agreed that the following terms form an integral part of this contract and that no variation or modification of this contract shall be effective unless accepted by **Across Graphics Digital Studio** in writing.

I acknowledge that I have read the Terms of Service above and that I, the customer, am entering into an agreement with **Across Graphics Digital Studio /dba/ Laura and Francis Fiatoa** for the creation of a Life Event DVD with the specifications indicated above. I hereby confirm that I have permission to use any copyrighted material either by consent from the original copyright holder or by the terms specified under the Fair Use Act of the Copyright Laws of the United States of America. Additionally, I acknowledge that I intend to use this video production for personal use only. I understand that under the same Copyright Laws, I am prohibited from unauthorized duplication and distribution of this Life Event DVD.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name