

# CT Imaging

www.ctimaging.com | 888.478.0452 | info@ctimaging.com

## DVD Slideshow Order Form (Please submit this form with your photos and related materials)

Customer Information			
<b>Name:</b>		<b>Email:</b>	
<b>Address:</b>			
<b>City:</b>		<b>State:</b>	<b>Zip:</b>
<b>Day Phone:</b>		<b>Evening Phone:</b>	

**Surprise?** Check this box if this is a surprise for someone that may answer the phone.

Order Information		Quantity	Unit Cost	Totals
<b>DVD Slideshow Assembly</b>			\$0.40 per photo	
<b>Scanning:</b> <small>The format in which you are submitting your photos.</small>	<b>Print Photos</b>		\$0.70 per print	
	<b>Slides or Negatives</b>		\$1.00 per slide	
	<b>Digital Photos on CD or Emailed</b>		No Charge	
<b>Scanned Images Placed on a CD</b> (for printing, emailing, etc)			\$15.00 per CD	
<b>Video Clip Insertion</b> (limited to 3 minutes per clip)			\$15.00 per clip	
<b>Title Pages</b> (one is provided free with DVD Slideshow)			\$2.50 per page	
<b>Individual Photo Titles</b> (text placed directly on photo)			\$2.50 per title	
<b>Custom Music Insertion</b> (provided by CTI or Customer)			\$1.50 per song	
<b>Music Purchased by CT Imaging on Your Behalf</b>			\$2.00 per song	
<b>Additional DVD Copy</b> (one included w/ order)			\$8.00 per disc	
<b>Online Viewing:</b>  <small>Webpage provided to preview show and share with others.</small>	<b>5 Days</b> (included free with order)		No Charge	
	<b>30 Days</b>		\$15.00	
	<b>60 Days</b>		\$25.00	
	<b>6 Months</b>		\$50.00	
<b>Rush Service ~ Call First For Availability</b> (888.478.0452) <small>(project completed in five (5) business days excluding shipping time)</small>			\$30.00	
<b>Standard 3-7 Day Shipping &amp; Handling (USA)</b>			\$10.00	
<b>Expedited 1-3 Day Shipping &amp; Handling (USA)</b> <small>(required if selecting RUSH SERVICE)</small>			\$40.00	
<b>If Resident of Ohio, Please Add Your Counties Tax</b> <small>For an Ohio Tax Rates Go To: <a href="https://thefinder.tax.ohio.gov/StreamlineSalesTaxWeb/Default.aspx">https://thefinder.tax.ohio.gov/StreamlineSalesTaxWeb/Default.aspx</a></small>				%
<b>GRAND TOTAL:</b>				

### Payment Option (full payment due prior to start of project)

- Check or Money Order - Make payable to CT Imaging
- Credit Card - Once your project is received you will receive emailed instructions on how to pay using PayPal.



**Please Read & Sign Below**

All materials submitted to CT Imaging on this order are my personal property and I acknowledge and agree that CT Imaging or its agents shall not be liable for any loss or damage, direct, consequential or incidental arising out of customer's use of CT Imaging's services. The undersigned hereby warrants that the materials presented to CT Imaging or its agents for transfer are not to his/her knowledge protected by copyrights, or if the material is protected the undersigned has obtained the permission of the copyright owner to make or have CT Imaging make copies of the material, and that such permission is in written form and in the possession of the undersigned. The undersigned hereby warrants that this order is to be used exclusively for private use and will not be commercially distributed. The undersigned will hold CT Imaging harmless for any expenses that might arise by the reason of any infringement of copyright related to this order. The undersigned has read and agrees to the CT Imaging Terms of Service located at www.ctimaging.com.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Additional Information For Project**

**Title of Slideshow:**

Please indicate the title of your slideshow. This title will appear on the first slide of your slideshow, the title you choose will also be placed on the DVD Label.

For Example: *The Smith Family*  
*2003 ~ 2005*

Title: \_\_\_\_\_  
\_\_\_\_\_

**Title Pages (or Chapter Pages):**

Title pages are used to indicate an event or period within the slideshow. For example you may want a title page before a set of photos depicting Dad's Birthday Party.

Title Page Text	Insert After Photo Number:

**Individual Photo Titles:**

Text placed directly on a photo can be added to indicate a date or details of an event.

Photo Text	Insert On Photo Number:

**Aspect Ratio:**

Tell us what size TV you will be viewing your slideshow on and we will produce the show to match your TV.

4:3 Standard Size TV

16:9 Widescreen TV

**Slide Transitions:**

Tell us what type of transition you would like between your photos.

Standard Classic Cross Fade

Random Transitions from 280+ Available

**Music Insertion:**

CT Imaging is able to accept original music CD's, and music in MP3 format on CD. Please include the appropriate amount of music with your slide show or we may need to repeat songs to cover the length of the slideshow. Pictures will typically show on the screen between 3-6 seconds, with 6 seconds being the ideal amount of time. Therefore, a 30-picture section would last for just about 180 seconds (3 minutes). We may need to fade out of a song in an effort to fit the music with the slideshow. If you have a song in mind but do not own it, CT Imaging can purchase the song on your behalf provided that this has been indicated on the order portion of this form.

Song Title / Artist	Track #	Numbered Sequence of Photos This Song Should Play During:	Would You Like CT Imaging To Purchase This Song On Your Behalf?
			Yes / No
			Yes / No
			Yes / No
			Yes / No
			Yes / No
			Yes / No
			Yes / No

**Video Clip Insertion:**

Video clips can not exceed 3 minutes in length and must be in one of the following formats: VHS, VHSC, MiniDv, .mpg, .mpeg and .avi.

<b>Video Clip Name</b>	<b>Video Start Time 00:00:00</b>	<b>Video End Time 00:00:00</b>	<b>Video To Start After Photo Number</b>

**Need More Room?**

Please feel free to include additional sheets of paper in the same format as above if the provided spaces are filled.

<b>Additional Instructions or Comments:</b>

**Mailing / Ordering Instructions:**

1. Assemble your combination of photos, digital images and music. Obtain a total photo count.
2. Label the back of each photo with a post it note to indicate the desired play order.
3. Print out and complete this Order Form.
4. Before shipping, please contact CT Imaging via email at paul@ctimaging.com or at (888) 478-0452 letting us know that you will be sending us an order. Please include a phone number to reach you. A CTI representative will contact you to discuss your slideshow order, shipping options, and to provide you with a time frame for completion.
5. Package your materials, completed order form and payment in full (if paying with check or money order). If paying by credit card your payment will be processed by PayPal. Mail your package to:

**CT Imaging**  
**1310 Beech Street**  
**Willoughby, Ohio 44094-7404**

6. You will receive confirmation from us by either email or telephone as soon as we receive your materials.
7. CT Imaging will e-mail or call when your project is complete and has been shipped back to you. Your completed order and originally submitted materials will be returned to you along with your completed project.