



13852 Running Bear Drive
Willis, TX 77378
936.444.5796

lorelei@lcsdvdcreations.com
www.LCSDVDcreations.com

DVD Order Form

Customer Information

Name: _____

Address: _____

City: _____

State: _____

Zip: _____

Phone: _____

Email: _____

Order Information (There will be a 10% fee for rush orders)

DVD Package Options	DVD Package Price		\$
Good Package.....Up to 50 Pictures.....\$49.97			
Better Package.....51 - 100 Pictures.....\$74.97			
Great Package.....101 - 150 Pictures.....\$109.97			
Best Package.....151 - 200 Pictures.....\$159.97			
Additional Photos (In addition to package price) Used only if you have more than 200 photos	Qty	\$.50/photo	\$
Selecting Music We can purchase the music for you if you don't own a copy	Qty	\$1.00 /Song	\$
Duplicate DVD Copies (Special Shipping for Bulk Orders)	Qty	\$9.97 /Copy	\$
Shipping (Pricing differs for shipment outside of US and for bulk orders) Standard \$10.00 (DVD will be completed within 3-5 days of purchase. Will ship USPS First Class) Expedited \$40.00 (DVD will be completed within 1-2 days of purchase. Will ship USPS Overnight)			\$
Total			\$

Payment Options (We require full payment before starting your project)

- Check** (Return Check Fee \$30)

Make checks payable to Lorelei's Creative Side and enclose with order form

- Credit Card**   

After we receive your order request, we will send you an email to close the sale via Google Checkout

Terms & Conditions

Lorelei's Creative Side is not responsible for any lost, stolen or damaged property while in transit. Once received, and while in our care, we will take the utmost precaution to protect your photos and treat them as if they were our own.

Signature: _____

Date: _____

Instructions

Step 1:

First, gather all of the photos you will be using in your project (both digital and photos to be scanned). Digital photos will need to be on a CD, DVD or flash drive. You will need to number them in the order you want them to appear on the DVD. On the photos you are sending to be scanned, you will need to write (in pencil or pen) the number on the back. For the digital photos, you will need to change the file name to your last name with the number for that individual picture. For example, if the first picture to appear is a photo to be scanned, you would write on the back of the photo a number one. If the second photo is a digital photo, you would save that file as "Smith2".

Step 2:

The second step is to provide us with all of the text/captions you would like in the DVD. Please use the last two pages of this form to assist you in submitting this information. If necessary, you may submit a third page of text/captions for your DVD. We can add as much or as little text as you would like.

Step 3:

The third step is to select the music you would like to use for your project. Input the songs below in the order you would like them to play in the DVD. Next to the song, indicate whether you will be using a song that you own (which is no extra charge to you) by putting an "O" or a song that you would like us to purchase on your behalf (\$1.00 extra per song) by putting a "P". If you would like a song to play during a certain part of the DVD, please let us know which part by listing the correlating picture numbers.

Song Title - Artist	Song Title - Artist
1 i.e.. My Wish - Rascal Flatts (Pictures 1-30) P	9
2	10
3	11
4	12
5	13
6	14
7	15
8	16

Step 4:

The fourth step is to place photos in order in a Ziploc bag or envelope. To prevent bending during shipment, we recommend using a cardboard photo mailer that can be purchased at the post office or most office supply stores. If you will be sending a CD, DVD or flash drive, insert them into a larger envelope along with the photo mailer and order forms and send to:

**Lorelei's Creative Side
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Title of DVD

(This will also be the title slide): _____

Closing Slide of DVD

(i.e.. Congratulations and Best Wishes!): _____

Title: _____

Closing Slide: _____

Text Only Slides:

These are typically used to introduce a set of photos or you may choose to incorporate your favorite quotes, scriptures, etc. Please **PRINT** clearly.

Text	Between Which Photo Numbers

Photo to be on Cover and DVD Label

Photo #: _____

Song for menu: _____

If you have questions, please feel free to contact us by either phone or email.
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Caption (Please PRINT clearly)	Photo Number

