

Job# _____
Int. _____



Service Order Form

Client Information:

Company: _____ Contact Name: _____
Project/Show: _____ Contact Phone: _____
Email: _____ alt Email: _____
Address: _____
Referred by: _____
Delivery Date: ____/____/____ Time: _____ Due Date: ____/____/____ Time: _____

Billing Information:

Company: _____ Contact Name: _____
Project/Show: _____ Contact Phone: _____
PO #: _____ Email: _____
Address: _____
 On Account Credit Card (type _____ / No. _____
Sec Code _____ Exp. ____/____/____ Name on Card _____
 Corporate Personal

Project Information:

Transcription: Style: _____ Type: _____ Add-on _____
 Translation: From _____ To _____ Text to Text Caption Subtitle
 Caption: Language _____ Roll-Up Pop-Up
 Subtitle: Language _____
 Other: _____
Additional Notes: _____

Digital Audio #	Digital Video #	Physical Media #	Project Instructions	
<input type="checkbox"/> .mp3	<input type="checkbox"/> .wmv	<input type="checkbox"/> DVD	Log Time Code/BITC	<input type="checkbox"/> yes <input type="checkbox"/> no
<input type="checkbox"/> .wav	<input type="checkbox"/> .mp4	<input type="checkbox"/> VHS	Log B-Roll	<input type="checkbox"/> yes <input type="checkbox"/> no
		<input type="checkbox"/> S-VHS	Verbatim	<input type="checkbox"/> clean <input type="checkbox"/> literal
		<input type="checkbox"/> mini DV	Character List	<input type="checkbox"/> yes <input type="checkbox"/> no
		<input type="checkbox"/> CD	15 min. min.	<input type="checkbox"/> yes <input type="checkbox"/> no
		<input type="checkbox"/> Standard Audio Cassette	DD <input type="checkbox"/> QD <input type="checkbox"/> Both <input type="checkbox"/>	Initial:

Turnaround Time:

All orders are pre-scheduled and subject to our availability. Deadlines are based on drop off time by 1200 noon, Mon-Fri. A drop off box is provided for after hour's delivery. Drop off without notice cannot have a guarantee of turnaround time.

Transcription (2-12 business days depends on type) - up to 10 hours of media _____
 Translation (5-8 business days) _____
 Captions/Subtitle (6-8 business days) - up to 10 hours of media _____
 Rush ____% surcharge

Return Physical Media:

Will Call Delivery Service FedEx (acct.#) _____ Recycle
(If nothing is specified or "Will Call" is checked, media will be held for 30 days then recycled.)

Return Address: Same as client Same as billing Other _____

Client Signature

_____/_____/_____
Date