

NAME				
ADDRESS				
EIRCODE		EMAIL:		
TEL:		DATE:		DESTINATION
SOURCE	SOURCE MATERIAL DESCRIPTION	QTY	FORMAT	
1	VIDEO: VHS / VHS-C / S-VHS			
2	BETAMAX VIDEO			
3	BETACAM VIDEO			
4	VIDEO: MINIDV / MICROMV			
5	VIDEO 8 / HI -8 / DIGITAL 8			
6	OTHER VIDEO FORMAT			
7	8MM / SUPER 8 / 16MM CINE FILM REELS			
9	35MM SLIDES			
10	PHOTOS			
11	35MM NEGATIVE FILM			
12	AUDIO REEL TRANSFERS			
13	AUDIO CASSETTE TRANSFERS			
15	7 " VINYL RECORD TRANSFERS			
15	10 " VINYL RECORD TRANSFERS			
16	12 " VINYL RECORD TRANSFERS			
17	CD RIPPING (IF IN CASES THERE IS A SURCHARGE)			
18	DVD RIPPING (IF IN CASES THERE IS A SURCHARGE)			
EXTRAS	SPECIFY THE NUMBER OF EXTRA COPIES REQUIRED			
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WE SUGGEST REGISTERED POST OR A COURIER TO SEND SOURCE MATERIALS TO COPYSMITH				
FURTHER INFORMATION				

By completing this Order Form you are agreeing to the following terms and conditions. Your source material will be transferred and will be returned to you with your new formats. If you are missing source materials on return please call 01 813 2951 within 7 days. Copysmith will retain source files for a period of 30 days. After 30 days all source files will be deleted. Extra copies may be ordered during the 30 day period while source files are retained. Source material that is not of good quality, or arrives damaged, will lead to the results of conversion to new formats to lack quality. Copysmith is not liable for improving the quality of new formats where source materials lacks quality. Copysmith is not liable for improving the quality of new formats where the source materials are at fault. Any unclaimed source materials will be disposed of after 30 days. Copysmith is not liable for any loss of damage that any source material sustains whilst in the our possession or in the possession of any appointed courier or transport companies or any third party that Copysmith appoints for the purposes of converting source materials. Video tapes that start as blank will be forward to 5 minutes, 10 minutes and 15 minutes, if no recorded material is found they will be deemed to be blank and will not be charged. Under advice from IMRO, Copysmith are allowed to supply one copy of copyrighted material on an alternative format if the original format is a legitimately purchased authentic copy, for personal use only. We are unable to provide ripping services for CD-R or DVD-R copies. We may be unable to perform ripping services on some CDs or DVDs that carry copy protection. As the client it is your responsibility to ensure that all materials presented to Copysmith are free from copyright, or you have been granted permission to reproduce copyrighted works by the copyright or licence holder of said works. Copysmith will not be held liable for copyright infringement of source materials presented for reproduction or conversion.

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