

QUESTIONS:, Pricing questions, delivery achedule, order status.

Call 1- 888-276-8752 to talk to our "live" customer service agents.

Hours; Mon - Fri 7:00AM - 6:00PM, Sat. 8:30AM - 4:30PM PST - Sunday Auto Attendant.

How to place an order:

1. Download and print the order form. orderform.pdf

2. fill out the order form as completely as possible:

a. in the personal information section, make sure to include a phone number & email.
(we may need to reach you if any questions arise)

b. fill out the section for the type of work you will be submitting.
i.e. Video Tape to DVD, Movie Film to DVD, Slides to DVD, Prints to DVD

3. Each order includes one DVD. If you would like additional copies please indicate the number of additional copies you would like to receive.

4. Fill in the "Personalized Title to Appear on the DVD label" box at the bottom of the order form. This will appear on the DVD sleeve and the DVD disc. Please write legibly. (we are not responsible for misspelling if received illegible)

5. Please number all items in the order to be transferred:

a. **Video Tape:** If you are sending in more than one tape, please number the Tapes in the order to be transferred.

Note: You may combine up to two tapes for up to two hours combined time.

b. **Movie Film:** Number your Movie Reel in the order you would like them transferred or indicate "transfer in any order".

Note: We recommend taping the ends of the film to prevent them from un-spooling in transit.

c. **Slides:** Number your Slides in the order you would like them transferred (number the slides in the upper right hand corner) or indicate "transfer in any order".

Note: Please remove Slides from slide trays and bundle them with rubber bands in groups of 25.

d. **Prints:** Number your Prints in the order you would like them transferred (number the Prints on the back in the upper right hand corner or indicate "transfer in any order".).

6. Place all your items in a clear plastic bag along with your completed order form. Be sure to seal the bag.

7. Now your order is ready to ship. You may ship your order to our lab by any method you choose.



Denevi Digital Imaging
21091 Foothill Blvd.
Hayward, CA 94541

IN BOUND SHIPPING OPTIONS

Denevi Digital Imaging offers a pre-paid Priority Mail shipping service (Includes postage)

Purchase 5 Priority Mail boxes: 9.25"x 6.5" x 2.25" for \$28.50 (includes postage)



This box typically holds:

2 VHS tapes or 6 VHS-C tapes or 20 MDV tapes. Or
8 - 50' movie reels or 4 - 200' movie reels (400' reels do not fit in this box), or
500 Prints (up to 5 x 7)
500 Slides (35mm mounted slides)

To Order, contact Denevi Digital Imaging Customer Service at 1-888-276-8752.
We will send you 5 pre-addressed Priority Mail boxes ready to use. Allow 5 - 7 days for delivery.

Other common shipping options:

USPS (US Mail) Offers a Flat Rate shipping service.

Priority Mail Flat Rate Envelope
\$4.80
12.5" x 9.5"

Priority Mail Flat Rate Boxes
\$9.80
11" x 8.5" x 5.5"
11-7/7" x 3-3/8" x 13-5/8"

Large Priority Mail Flat Rate Box
\$12.95
12" x 12" x 5-1/2"



USPS Flat Rate is available at your local Post Office



FedEx Kinko's is now FedEx Office

FedEx offers several shipping options.

FedEx express services. Overnight, Two Day, Express Saver 3 day and FedEx Ground

Locate a FedEx office near you.

<http://www.fedex.com/us/officeprint/main/>



The UPS Store

UPS offers several shipping options. UPS Next Day Overnight, UPS Second Day UPS 3 day and UPS Ground.

Locate a UPS Store office near you.

<http://www.theupsstore.com/>