



INSTRUCTION SHEET

Read the enclosed HELPFUL HINTS for suggestions on creating the perfect "Memory Movie". **Return this sheet along with your photos, CD music if needed and the deposit to:**

Jensen Creations
2390 Stemen Rd. Baltimore, OH 43105

PLEASE PRINT THE FOLLOWING INFORMATION:

Name of Person Ordering Video: _____

Contact Phone Number: _____ Alternate Number: _____

Best time to call: _____

Mailing address: _____

Occasion of Video : _____

Is this a gift? Yes or no Name of person(s) to be gifted: _____

Date of event: ___/___/___ Is this video a surprise? _____

Type of Media: VHS or DVD (circle one)

Captions to be used (i.e. "Merry Christmas Mom and Dad", "Married on September 19, 1954", or "Children" or "Grandchildren"):

- 1) _____ to appear before photo # _____
- 2) _____ to appear before photo # _____
- 3) _____ to appear before photo # _____
- 4) _____ to appear before photo # _____

MUSIC:

It is best to change songs at a place where a caption might appear indicating a change in the section of the movie. If you would like the music to change at a specific picture instead, please indicate.

Song title: _____ to appear after title # _____

Song title: _____ to appear after title # _____

Song title: _____ to appear after title # _____

Song title: _____ to appear after title # _____

Copyright dictates that each song will need to be supplied by you on CD. Or, you can check with us and if we have it on file, you won't need to send in a copy but please initial next to each song above to indicate you actually own your own copy of the song. If you have a song in mind that neither of us own, we can purchase the song for use in your video for \$1.50 per song.



COST WORKSHEET:

of pictures _____ x \$ 2.00 = \$ _____

Extra copies of movie _____ x \$12.00 = \$ _____

Songs needed purchased _____ x \$ 1.50 = \$ _____

Total cost: \$ _____

***Deposit of 1/2 needed to begin production.
Balance due on delivery.***



COPYRIGHT RELEASE FOR PHOTOGRAPHS

I am requesting the right to use a photograph (or photographs) taken by your establishment. The use of this photograph (or photographs) is for a "Memory Movie" video which will be for our own personal use. If required, a credit for your establishment will appear in the credits at the end of the video.

Request submitted by: _____

Signature: _____

Phone Number: _____ Date: _____

Yes, you may use copyrighted photographs taken by this establishment for a "Memory Movie" video as described above.

No, you are not authorized to use copyrighted photographs taken by this establishment for a "Memory Movie" video as described above.

Yes, please give credit to this establishment at the end of the video.

No, there is no need to give credit to this establishment at the end of the video.

Name of Establishment: _____

Printed Name of Contact: _____

Signature of Contact: _____

Phone Number: _____ Date: _____

Please fax this form as soon as possible to 740-862-5015.