Label ID: _____
(AVS USE ONLY)

WORK ORDER ESTIMATE

Action Video Service, LLC
819 W Arapaho, Suite 23
Richardson, Texas 75080
(972) 437-2021
ActionVideoService.com
info@ActionVideoService.com
M-F 9am-6pm Sat 9am-1pm

Company Name: _____

Contact Name: _____

Address: _____

City: _____ ***St:***_____ ***Zip:*** _____

Best Contact Phone:_____ ***Alt Phone:*** _____

E-Mail: _____

How did you hear about us? _____

Date Received: _____

Due Date / Time: _____

Technician: _____

New Client ***Existing Client***

QTY	TYPE OF MEDIA	CONVERSION FORMAT / PROJECT TYPE	RATE	TOTAL
Label Description / Notes:			Subtotal	
			(8.25%) Sales Tax	
			Shipping & Handling	
			Discount	
			ESTIMATED TOTAL	

We've served thousands of clients since 1999 and it's our pleasure to preserve your memories too!

Action Video Service, LLC provides professional video tape and film transfers to DVD and hard drives, editing, and other services. In order to insure that your media is safe, several security measures are put into place including: 24 hour monitoring of our studio, individual projects placed in their own containers and the handling of your project by the same editor, in-house, never leaving our studio. In other words, we take the utmost care of your media as if it was our own.

Terms & Conditions

Action Video Service, LLC will not be held liable for any damages or loss of any kind to the original media provided by Client or any delays in completing Client's project. Our complete liability is limited to the replacement of such media with blank media of the same kind only (or the financial equivalent). Action Video Service, LLC has the right to cancel any order from any person or entity without reason, at any time.

By submitting an order to Action Video Service, LLC, Client declares that all materials provided for transfer, conversion, editing and / or duplication are not in violation of any copyright laws. Client will indemnify and hold Action Video Service, LLC, and its related employees harmless in respect to any claims or demands by any third party that infringes upon any Copyright law. By submitting an order, Client is making a declaration that he or she has permission from the copyright holder to transfer, duplicate, convert or edit the submitted media materials. **After 60 days from original invoice date**, a **$5.00 per day storage fee** will be added to any outstanding invoice or unrecovered project until the amount exceeds original total. If not picked up after that time, project may be destroyed at the discretion of Action Video Service, LLC.

In the event that Client is unhappy with any editing/production project, conversion, author or film transfer service provided, or any other service, Client will notify Action Video Service, LLC within 3 days of picking up project and any changes made to the project may be done at the discretion of Action Video Service, LLC. Change order charges may apply.

I certify that I have read, understand, and agree to the above Terms & Conditions.

CLIENT SIGNATURE: _____ DATE: _____