



Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

If returning a pre-paid web order, what is the web order #? \_\_\_\_\_

**Processing:**

Film is processed daily starting at 10:30AM Monday - Friday. We process Color Negative ECN2, Color Reversal E6, and B&W Reversal D96 only. Not all stock are processed each day. Standard turn around is 3 - 5 business days. For more info about our turn around times visit our website.

**What Type of Processing Do you Need? (check all that apply)**

- Standard (Process & Scan) 3-5 days
- Standard (Process Only) 2-3 days
- Outdated stocks 3-4 months (Kodachrome 40, Ektachrome 160 Type A or G take)
- Rush (includes rush prep + same day scan) Extra Fees Apply. See Below. Must be in by 10:30am
- Custom (push / pull processing) Extra Fees Apply. See Below. 7-10 day turn around

**Please Write in Total Number of Rolls we are processing by Type.  
Super 8 is in 50' increments. Super 16mm in 100' increments.**

Super 8 Color Negative: \_\_\_\_\_ Super 8 Black & White: \_\_\_\_\_ Super 8 Color Reversal: \_\_\_\_\_  
 Super 16mm Color Negative: \_\_\_\_\_ Super 16mm Black & White: \_\_\_\_\_ Super 16mm Color Reversal: \_\_\_\_\_

**Prep & Clean:**

All Super 8 Film that is scheduled for scanning will be cleaned and put onto larger archival safe reels in 200' or 400' increments. All 16mm film that is scheduled of scan will be prepped onto cores. Projection leader will be added to all non-scanning reversal film.

**Should your project need additional requirements, check all that apply:**

- Included basic prep & clean (includes splicing reels with new head & tail, hand liquid cleaning for reversal film.)
- Prep with leader: basic prep with the addition of leader between every roll so that each roll can be its own file or cheaper stop on DVD or returned to original packaging: +\$7.50 / roll
- Prep with leader & unprep: Prep with leader, with the addition of returning each roll back to its original packaging after scanning +\$15 / roll

**Digital Mastering:**

**Basic:** Best for internet viewing; Limited choices for framing and film speeds:

Frame Size:	Color Timing:	Playback Frame Rate	Image Frame	Codec
<input type="checkbox"/> 980x720p HD 4x3	<input type="checkbox"/> Best Light	<input type="checkbox"/> 18p	<input type="checkbox"/> Framed	<input type="checkbox"/> Mp4

**Production:** High quality, professional scan, best for using your own post production tools for professional work or home movies. Progressive up to 2K.

Frame Size:	Color Timing:	Playback Frame Rate	Image Frame	Codec
<input type="checkbox"/> 980x720p HD 4x3 <input type="checkbox"/> 1920 x 1080 HD 16x9 <input type="checkbox"/> 2048 x 1556 2K 4x3 <input type="checkbox"/> 2048 x 1080 2K DCI	<input type="checkbox"/> Log <input type="checkbox"/> Best Light <input type="checkbox"/> Color C (+ \$0.50 / foot)	<input type="checkbox"/> 18p <input type="checkbox"/> 23.98p <input type="checkbox"/> 24p <input type="checkbox"/> 25p	<input type="checkbox"/> Overscan <input type="checkbox"/> Full Format <input type="checkbox"/> Overscan <input type="checkbox"/> Framed <input type="checkbox"/> Matted	<input type="checkbox"/> Mp4 <input type="checkbox"/> ProRes 422 <input type="checkbox"/> ProRes 422 HQ <input type="checkbox"/> ProRes 4444

**Advanced:** The largest scan you can get, best for archival or theatrical film projects and using your own post production tools. Progressive up to 5K.

Frame Size:	Color Timing:	Playback Frame Rate	Image Frame	Codec
<input type="checkbox"/> 980x720p HD 4x3 <input type="checkbox"/> 1920 x 1080 HD 16x9 <input type="checkbox"/> 2048 x 1556 2K 4x3 <input type="checkbox"/> 2048 x 1080 2K DCI <input type="checkbox"/> 3840 x 2160 U-HD 4K <input type="checkbox"/> 4096 x 3112 4K 4x3 <input type="checkbox"/> 5120 x 3840 5K 4x3	<input type="checkbox"/> Log <input type="checkbox"/> Best Light <input type="checkbox"/> Color C (+ \$0.75 / foot)	<input type="checkbox"/> 16p <input type="checkbox"/> 18p <input type="checkbox"/> 18 in 24p <input type="checkbox"/> 23.98 <input type="checkbox"/> 24p <input type="checkbox"/> 25p	<input type="checkbox"/> Overscan <input type="checkbox"/> Full Format <input type="checkbox"/> Overscan <input type="checkbox"/> Framed <input type="checkbox"/> Matted	<input type="checkbox"/> Mp4 (not comp. with 5K) <input type="checkbox"/> ProRes 422 <input type="checkbox"/> ProRes 422 HQ <input type="checkbox"/> ProRes 4444 <input type="checkbox"/> DPX (up to 2K only)

**Ultimate:** Scan using the newest scan technology such as HDR, 4K DPX, 4K TIFF and more for the ultimate experimentation with your film.

Frame Size:	Color Timing:	Playback Frame Rate	Image Frame	Codec
<input type="checkbox"/> 980x720p HD 4x3 <input type="checkbox"/> 1920 x 1080 HD 16x9 <input type="checkbox"/> 2048 x 1556 2K 4x3 <input type="checkbox"/> 2048 x 1080 2K DCI <input type="checkbox"/> 3840 x 2160 U-HD 4K 16x9 <input type="checkbox"/> 4096 x 3112 4K 4x3 <input type="checkbox"/> 4196 x 2160 4k DCI	<input type="checkbox"/> Log <input type="checkbox"/> Best Light <input type="checkbox"/> Color C(+ \$1.00 / foot)	<input type="checkbox"/> 16p <input type="checkbox"/> 18p <input type="checkbox"/> 18 in 24p <input type="checkbox"/> 23.98 <input type="checkbox"/> 24p <input type="checkbox"/> 25p <input type="checkbox"/> Other: _____	<input type="checkbox"/> Overscan <input type="checkbox"/> Full Format <input type="checkbox"/> Overscan <input type="checkbox"/> Framed <input type="checkbox"/> Matted	<input type="checkbox"/> Mp4 <input type="checkbox"/> ProRes 422 <input type="checkbox"/> ProRes 422 HQ <input type="checkbox"/> ProRes 4444 HQ <input type="checkbox"/> ProRes 4444 XQ <input type="checkbox"/> DPX 10 Bit Color <input type="checkbox"/> DPX 10 B&W <input type="checkbox"/> DPX 16 Bit Color <input type="checkbox"/> DPX 16 bit B&W <input type="checkbox"/> Tiff 16 bit <input type="checkbox"/> AVI Uncomp

**Additional Scan Options: (check all that apply):**

- Please give me the 20% unscheduled discount (will take 4-6 weeks.) \*\*Archival Film only
- Individual Files for each roll of film +\$10 per roll \*requires prep with leader +\$7.50 / roll
- DVD Copies: +25% of the scan cost; includes DVD's
- Blu-Ray Copies: +25% of the scan cost; includes Blu-Ray's
- DVD's with Chapter Stops: +25% of Scan Cost +\$10 per roll (requires prep with leader +\$7.50 /roll)
- Blu-Ray with Chapter Stops: +25% of Scan Cost + \$10 per roll (requires prep with leader +\$7.50/roll)

**Additional Scan Info & Terms:**

- Know your flow. Pro8mm has many options and combinations for your workflow. We will not take responsibility for something your system can't handle or you don't know how to use. If you aren't sure, ASK!
- We are not responsible for image instability due to splices that have shrunk.
- If you need something not listed on this form please inquire. Additional charges may apply.
- A digital mastering service agreement is required each time you transfer with Pro8mm.
- If you choose scan type other than what you paid for, an upgrade charge will apply

**File Storage Delivery:**

- Option 1: Buy from Pro8mm:** Pro8mm will select the appropriate size drive for your job at the lowest cost to you. All drives will be formatted XFAT and are covered the Pro8mm Damaged and Lost Goods policy (see website for details.)
- Option 2: Global Access:** Have your files delivered to you via internet and your film mailed back to you by the post office. The cost for upload and shipping delivery is calculated based on 10 per gigabyte. \$20 minimum. Film will be returned via UPSP mail, without a signature or insurance at no additional cost to you. You can upgrade to Fedex Shipping by request in the next section. (extra fees apply)
- Option 3:** Supply your own drive: As a courtesy, Pro8mm will put your files on a hard drive you supply, as long as it is: **FORMATTED BY YOU, LARGE ENOUGH TO FIT YOUR JOB, USB3 with CABLE PROVIDED.** If your drive does not meet these requirements or it is not delivered with the film, you will be required to buy a drive from Pro8mm or incur a \$35 service fee to sort out your drive issues. Any data that may be on a client provided drive is not covered under the Pro8mm Damage and Lost Goods Policy.

## Return Shipping:

Pro8mm offers Fedex and USPS as its return shipping provider. Payment is to be covered by the client. We use standard published rates that can be found at [fedex.com](http://fedex.com) or [USPS.com](http://usps.com), plus a small handling fee included in the price.

**Option 1: Fedex:** All Fedex shipments are shipping insured by Pro8mm with signature required. If a package is lost or stolen, you are covered under the Pro8mm Damage & Lost Goods Policy and Pro8mm will cover the claim for you. Pro8mm can NOT use client supplied Fedex account numbers. For large orders, international orders, or items of extreme value, Fedex is always recommended.

**Option 2: USPS Mail:** Pro8mm uses USPS as a least expensive way of delivering a package to a customer. These shipments are done without insurance and without signature required. If you choose USPS shipping, your package is the clients responsibility from the moment it leaves Pro8mm. If your package is lost or stolen, it is not covered under the Pro8mm Damages & Lost Goods Policy and it is up to the client to contact USPS directly for any claim.

For both Fedex and USPS, Duties and Taxes may be applied to international orders and will be billed to the client. It is up to the client to know and understand custom charges and polices in their particular country.

All items are shipped using the clients specified address below.

How would you like your times shipped back to you?

- In Store Pickup (Burbank, CA only)
- Global Access File Delivery (includes USPS first class mail of original film, no signature.)
- Fed Ex Priority Overnight
- Fed EX Standard Overnight
- Fed Ex 2 Day
- Fed Ex Express Saver
- Fed Ex Ground / Home Delivery
- Fed Ex International
- Fed Ex Saturday (not available to all locations)
- USPS Priority Mail
- USPS Priority International
- USPS First Class

### Return Shipping Address:

Name: \_\_\_\_\_ Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

### Terms & Conditions:

- By Doing Business with Pro8mm, I agree to Pro8mm's Terms & Conditions as stated at [pro8mm.com](http://pro8mm.com) and all terms and charges stated in this form.

**Sign:**

**Date:**