



Pro8mm Customer Information Form

2805 West Magnolia Blvd. Burbank, CA 91505 Ph: 818-848-5522 info@pro8mm.com www.pro8mm.com

Customer Contact Information:

Name: _____ Company Name: _____
Phone: _____ Email: _____
Job Name: _____

Return Shipping Information:

Pro8mm offers **Fed-Ex** and **USPS** as its return shipping provider. Payment is to be covered by the client. We use standard published rates that can be found on **Fedex.com** or **USPS.com**. All items are shipped using the clients' specified services to the clients' specified address. Pro8mm can NOT use client supplied Fed-Ex accounts. Duties and Taxes may apply for international orders and will be billed to the client. For large orders, time sensitive orders or items of extreme value, Fedex is always recommended.

FEDEX: *All packages come with signature request.*

Priority Overnight Standard Overnight 2-Day Express Saver Ground International Saturday

USPS (domestic shipments only):

Priority Mail First Class Mail (small packages only)

Shipping Name: _____ Company/School: _____

Shipping Address: _____ City: _____ State: _____ Zip: _____

OR, **Pro8mm In-Store Pickup** 2805 W. Magnolia Blvd. Burbank, CA 91505 (Mon-Fri 9AM - 5PM)

Payment Information: ****required for all jobs and return shipping, including pre-paid products****

****All jobs including pre-paid packages, pre-paid processing and regular services require payment for job and shipping.**

Pre-Paid services do not include pre-paid shipping. Please provide payment info.

Cash Check Visa Master Card Amex Discover Paypal (fees apply)

Card Number: _____ Expiration Date: _____ V-Code: _____

Billing Address: same as above: _____ City: _____ State: _____ Zip: _____

Card Holder's Name: _____ Signature: _____

**This Form Must be Filled Out and Submitted
along with the Pro8mm Services Work Order & Digital Mastering Form Scanning Specifications.**

For pricing, turn-around times and more information
please visit www.pro8mm.com or call us at 818-848-5522 for an estimate

Please Print, Sign and Date that the Above Information is correct:

X: Name: _____ Signature: _____ Date: _____



Pro8mm Services Work Order & Digital Mastering Form

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Name: _____ Phone #: _____ Email: _____

Are You Returning a Pre-Paid Pro8mm All-Inclusive Package? If so, what is the invoice or web order #: _____

FILM PRO-CESSING	Film Type	# of Rolls or Feet	Push/ Pull Extra \$\$ apply	Please Check One of the Following:
Color Negative (ECN-2) B&W Reversal (D-96), Color Reversal (E-6) only	Super 8			<input type="checkbox"/> I want Film Processing ONLY (film comes back on a reel/core) <input type="checkbox"/> I want a scan to Digital Files. Please fill out the Digital Mastering Options Below. <input type="checkbox"/> I need my film un-prepped back onto their original reels. (Archival film only. Not recommended. Extra fees & time will apply) Formats Include: Super 8, Regular 8, Super 16mm, 16mm, Max 8
	Super 16mm/16mm			
	Outdated <small>*takes 3 months (ie: Kodachrome 40)</small>			

	BASIC Progressive up to HD	PRODUCTION Progressive up to 2K	ADVANCED Progressive up to 5K
Digital Format	<input type="radio"/> 980 x 720p HD 4x3	<input type="radio"/> 1920 x 1080 HD <input type="radio"/> 2048 x 1556 2K 4x3 <input type="radio"/> 2048 x 1080 2K 16x9	<input type="radio"/> 2048 x 1556 2K 4x3 DPX files <input type="radio"/> 3840 x 2160 U-HD 4K 16x9 <input type="radio"/> 4096 x 3112 4K 4x3 <input type="radio"/> 5120 x 3840 5K 4x3
Color Timing	<input type="radio"/> Best Light (one color setting)	<input type="radio"/> LOG (flat scan) <input type="radio"/> Best Light (one color setting) <input type="radio"/> Color Correction Plus (+\$0.50 / foot) <small>*ProResCodecs only</small>	<input type="radio"/> LOG (flat scan) <input type="radio"/> Best Light (one color setting) <input type="radio"/> Color Correction Plus (+\$0.75 / foot) <small>*ProResCodecs only</small>
Frame Rate	<input type="radio"/> 18p <input type="radio"/> 24p	<input type="radio"/> 18p <input type="radio"/> 24p <input type="radio"/> 25p	<input type="radio"/> 16p <input type="radio"/> 18p <input type="radio"/> 24p <input type="radio"/> 25p
Framing	<input type="radio"/> Framed	<input type="radio"/> Overscan <input type="radio"/> Full Format Overscan <input type="radio"/> Framed <input type="radio"/> Matted	<input type="radio"/> Overscan <input type="radio"/> Full Format Overscan (edge to edge) <input type="radio"/> Framed <input type="radio"/> Matted
Output	<input type="radio"/> MP4 (100 MPM or .1 GPM) Windows Media Player compatible	<input type="radio"/> ProRes 422 (2 GPM) <input type="radio"/> ProRes 422 HQ (3 GPM) <input type="radio"/> ProRes 4444 (4 GBM)	<input type="radio"/> ProRes 422 (5 GPM) <input type="radio"/> ProRes 422 HQ (7 GPM) <input type="radio"/> ProRes 4444 up to 4K (12 GBM) <input type="radio"/> DPX up to 2K (20 GPM) (no color plus)

I. Storage Devices for File Delivery (required for ALL transfers):

- I'll buy a Hard Drive/ Flash Drive: Format (circle one): (MAC) or (PC) or (XFAT)
- I'll Supply My own **EMPTY** Hard Drive/ Flash Drive: Format (circle one): (MAC) or (PC) or (XFAT) ****MUST BE EMPTY***
- Global Access:** Files sent FTP over the internet. +\$10 per GB. ***Cost Effective for .MP4 or ProRes422 SMALL jobs only***
- Special Global Access PLUS:** ___ Check here to add \$8 Flat USPS Shipping of Original Film ***domestic only, 4 rolls or less***

II. Archival Film Options:

- ___ If your archival film has sound, please **check here**. Please speak with a sales associate about pricing.
- ___ If you selected **HOME MOVIE LEGACY UNSCHEDULED**, please check here. Turnaround is 4-6 weeks (volume / schedule permitting)

III. **Write Any Notes / Special Instructions Below or attached additional documentation:** (Additional helpful details include film order sequence (if so, please label), extra copies or file formats, etc.) Film will be cleaned onto larger archival safe reels in 200', 400' or 800' increments.

IV. **Terms and Conditions:** Unsupervised transfers are charged by the foot. There is a 1/2 hour minimum for supervised transfers. Basic cleaning is required when transferring to digital, and is included when you purchase a film scan. Pro8mm will assume no responsibility for re-transfers, or re-placement storage devices if it is not purchased through us (including existing material that is on a client provided drive or tape.) Know your flow. Pro8mm has many options and combinations for your workflow. Pro8mm will not take responsibility for something your system can't handle or you don't understand how to use. If you're not sure, we can help you! We are not responsible for image instability due to splices or film that has shrunk. If you need something that is not listed on this form, please inquire. Splitting packages will incur additional charges. ****A digital mastering form is required each time you transfer with Pro8mm so we can ensure that every transfer is completed at the correct specifications. Updated 2/1/18. Subject to change.**

Please Print, Sign and Date that the Above Information is correct:

X: Name: _____ Signature: _____ Date: _____

Definitions:

Basic Scan: Best for internet or direct viewing. Limited choices framing and film speeds.

Production Scan: High quality, professional scan, best for using your own post production tools for professional work or home movies.

Advanced Scan: The largest scan you can get, best for archival or theatrical film projects and using your own post production tools.

Color Correction Plus: Scene to Scene color correction for Log Scans. Includes framing and film speed.

Best Light: The person transferring the film will set one color setting for the average of the reel. Best used when all film was shot under the same lighting conditions.

Log: A 'flat' scan, giving the client the most room in post production to do their own color correction.

Overscan: Film will be scanned past the edges of the frame. You will see the sprockets holes on the film.

Full Format Overscan: Film will be scanned edge to edge, seeing past the edges of the frame and into the next frame. Ideal if you plan on framing the images yourself in post production.

Framed: Cleanly Fill the Digital format you have chosen with the film image. May crop your original.

Matted: Place your film image cleanly in the digital format you have chosen. Black out any unused digital space.

Frame Rate: The frame rate you want us to use when creating your scan file. If you do not know, most home movies were shot at 18fps, while professional projects are usually shot at 24fps. If you choose a speed that is not what the film was shot at, it could look sped up or slowed down. However, this typically easy to correct in editing software.

Output: The type of digital file you will get back on your hard drive. The larger the file, the more information you will have from the film. When choosing an output, make sure you choose something your system can handle. DPX files are huge, and will not work on all computers. All ProRes files are high quality and used by most professionals and prosumers. Think about where you will be showing the film. If it will only be on the internet, a smaller file is better. If you will be projecting it onto a large screen, you will want a larger file.

For additional questions, please call us at 818-848-5522 and speak to one of our sales representatives, or check out our website pro8mm.com for video demos and additional product information.