



# ORDER FORM

020 7387 9882 Cine-Video-Transfer.co.uk (Kodak)

POST YOUR WORK TO: Kodak, 166 Archway Road , Highgate, London N6 5BB

Name \_\_\_\_\_  
Address Line 1 \_\_\_\_\_  
Address Line 2 \_\_\_\_\_  
Post Code \_\_\_\_\_  
Telephone \_\_\_\_\_  
Email Address \_\_\_\_\_

How many tapes/cine reels/slides/negatives I am sending you and what formats? Example box below:

FORMAT - VHS / DV / MINI DV/ Hi8 / Cine/ Slides etc.	HOW MANY?
Example: VHS	X 3
Example: Video8	X 6
Example: 3 inch diameter Cine Reels	X 15

Please fill out the table below

FORMAT - VHS / DV / MINI DV/ Hi8 / Cine/ Slides etc.	HOW MANY?
<b>Your Instructions</b>	

POSTAGE - Charged at Cost

Please return my work by Royal Mail Recorded Delivery   
Please return my work by Secure Delivery Courier   
Please return my originals and copies separately

## Payment Methods

On receipt of your work, we will call you, confirm your instructions and take payment over the phone by debit or credit card. Clients may also pay using PayPal . Simply go to the PayPal website and enter [service@kodakexpresshighgate.co.uk](mailto:service@kodakexpresshighgate.co.uk) and follow the instructions

**PLEASE BE AWARE WE CANNOT BE HELD RESPONSIBLE FOR POST OFFICE ERRORS, DAMAGE OR LOSS TO ANY TAPES/CARDS ETC. HOWEVER CAUSED.**

**Our liability is limited to the replacement value of any materials in our possession.**

We handle all work professionally and treat all materials with the utmost care.

I AGREE TO THE ABOVE - SIGNED BY: \_\_\_\_\_

OFFICE USE ONLY

OFFICE USE ONLY

OFFICE USE ONLY

<u>PACKAGE ARRIVED</u>	<u>EMAILED CLIENT</u>	<u>INVOICED</u>	<u>PAID</u>	<u>POSTED?</u>	<u>NOTES</u>