

Doing Business with TFG Film & Tape

Preparing your film for transfer:

Start by sorting your film into separate piles for each format. If you have 8mm and Super-8, as many people do, you must not mix the 8mm with the Super-8. We can still put both formats on the same videocassette, we just cannot go back and forth from one format to the other. Usually, you would have shot 8mm first and, sometime after 1965, you may have switched to Super-8. The same goes for 16mm, if you should have some of that. Keep it separate for the time being.

You should mark each reel in the order you would like them transferred. We will not put your reels by date. They must be clearly marked starting with the number 1. We suggest using a black marker and circling the number. If you have little 3" yellow boxes you can write right on the box. Do not, under any circumstances use Post-It Notes...they will fall off! If your 50' reels are in plastic snap-apart canisters, make sure to write on the white side of the reel and not on the colored cover...which can fall off in shipping/handling. With the larger reels just mark right on the metal can or plastic case.

Finally, make sure to complete the **Transfer Order Form** that is part of this package. We need this form to complete your order in a timely manner.

Shipping your order to us:

We suggest using UPS as the most economical and safest method of shipping your film to us. UPS will provide a tracking number in the unlikely event it should become necessary to trace the package. If you are unable to pack the films yourself, you can use a service like Mailboxes Etc. Ask them to place your reels in a plastic bag first, then "double box" the entire order.

Our address is as follows: **TFG Film & Tape**
 500-B Silas Deane Highway
 Wethersfield, CT 06109

Method of payment:

If you are able to estimate the order, you can send a check along with your transfer. If you would like to pay by Visa or MasterCard, please fill out the *Authorization Form* and include it with the order. We can also return your order COD, if you prefer.

Turnaround time:

Since each order is handled on an individual basis and because we take great pride in our work, we are not able to provide a specific date for delivery. It normally takes from 6 to 8 weeks to complete an average (2-4 hour) transfer order. Larger orders can take longer so we ask for your patience.

Shipping charges:

We have a fixed fee for returning orders via UPS ground. We charge a flat \$8.00 for all orders, no matter the size and weight. If you elect to have your order returned COD, the shipping/COD fee is a flat \$12.00.

TFG Film & Tape

Transfer Order Form

Customer Name _____

Daytime Phone # _____

Address _____

Evening Phone # _____

FILM TRANSFER INFORMATION

Type(s) of film being transferred:

- Regular 8mm silent *Please do not intermix film formats! You may have more than one format on the same tape, but all film of one type must be batched up together and run as a group. The exception is Super-8 & Super-8 sound. This can be mixed together with no problem.*
- Super-8mm silent
- Super-8mm sound
- 16mm silent

Number of 50' 3" diameter reels enclosed _____

Number of 100' 3 1/2" diameter reels enclosed _____

Number of 200' 5" diameter reels enclosed _____

Number of 300' 6" diameter reels enclosed _____

Number of 400' 7" diameter reels enclosed _____

Total estimated footage _____ Ft.

VIDEOCASSETTE INFORMATION

Indicate which video format you would like to have your film transferred onto:

- VHS (SP) videocassette
- Mini DV videocassette
- Super VHS videocassette
- Hi-8mm videocassette
- Video-8 videocassette

If you are ordering DVD's, you can indicate this on the line, below.

We strongly suggest you have your film mastered on Mini DV to obtain the best quality DVD.

Make one master, only.

Make one master and _____ dupe(s).

Make _____ dupes on DVD-R.

Make _____ dupes on VHS.

YOUR MOVIE FILM

Please number your reels in the order in which you would like to have them transferred.

If reels smaller than 200' are enclosed, they will be reloaded onto 400' reels before the film is transferred onto videocassette.

Check here if you wish to have your empty reels/boxes returned.

We do not edit customer's film, however, we will remove all the unexposed or clear film sections to provide you with an uninterrupted transfer. If you do not wish us to remove these sections, please indicate this, here:

Do not remove any film sections.

TITLES*

Titles can be inserted between segments of 200' or longer, only. A title page consists of 8 lines down by 20 characters/spaces across. Please remember that 50' reels will be reloaded onto 400' reels before the transfer. Make sure you allow for this when composing your titles.

Check here if you are enclosing titles with your order.

Use a separate sheet of paper for your titles and please *print* clearly.

BACKGROUND MUSIC*

For orders of less than 2 hours, you may select only one musical theme. If your order is longer than 2 hours, you may choose an additional theme for the next segment.

- Easy Listening Light Classical
- Musical Mix

SPECIAL INSTRUCTIONS

There is an additional charge for items marked with an * (asterisk). Please see our rates for these extra fees.

IMPORTANT

The warranty below gives you specific legal rights and limitations, please read it carefully.

By supplying film or other materials to TFG, customer acknowledges and agrees that TFG's liability for any loss, damage or delay to film or other material during the transferring service or while in transit will be limited to the replacement cost of a non-exposed roll of film and/or a blank videocassette of similar size. Except for such replacement, TFG shall not be liable for any loss or damage, direct, consequential or incidental arising out of customer's use of TFG's service.

The undersigned hereby warrants that the material being presented to TFG for copying is not, to his/her knowledge, protected by copyright owned by another, or that if the material is protected, the undersigned has obtained the permission of the copyright owner to make copies of the material.

Customer Signature _____

LAB USE ONLY

Tape #1 _____ Tape #2 _____

Tape #3 _____ Tape #4 _____

Credit Card Authorization Form

Please complete this form and include it with your transfers.

| | | |
|---|-------------------------------------|---|
| <input type="checkbox"/> Visa | <input type="checkbox"/> MasterCard | <input type="checkbox"/> American Express |
| Account # _____ | | Exp. Date _____ |
| CVV/CVC Code (3 or 4 digit code # on the back of your card) _____ | | |
| Authorized Signature _____ | | Must be same as name, below. |
| Name as it appears on card (<i>Card Holder</i>) _____ | | |
| Address to which bills are sent _____ | | |
| City _____ | State _____ | Zip _____ |
| Home Phone # _____ | | |

Your credit card will not be charged until we have completed your order and are ready to ship.

Our credit card acceptance policy:

Notice of a *charge back* to our account due to any of the following reasons: "declined charge", "unauthorized charge", "cancelled credit card" or "closed account" after shipment of your order, will be construed by TFG as a deliberate attempt on the part of the card holder to avoid payment for our services. Failure of the card holder to make full restitution within three business days of receiving a request for payment by TFG will be considered fraud.

We will make every effort to collect such payment through whatever legal means necessary. This includes a charge of 18% per annum, or the maximum interest rate allowed by law, as well as reasonable attorneys fees (of at least 20%) plus court costs on all uncollected balances.

I have read and understand the above policy.

Card holder must sign, here: _____ Date: _____

Please staple this page to the **Telecine Work Order** and enclose with the order.

Film-to-Tape Transfer Rates

| Running Time | Transfer Rate |
|---|--|
| .25 Hours | \$40.00 |
| .5 | 58.00 |
| .75 | 78.00 |
| 1.0 | 102.00 |
| 1.25 | 126.00 |
| 1.5 | 150.00 |
| 1.75 | 174.00 |
| 2.0 | 198.00 |
| 2.25 | 222.00 |
| 2.5 | 246.00 |
| 2.75 | 270.00 |
| 3.0 | 294.00 |
| 3.25 | 318.00 |
| 3.5 | 342.00 |
| 3.75 | 366.00 |
| 4.0 | 390.00 |
| Additional Time | +\$24/15 mins. |
| Music Added: Title Pages: | +\$5.00/15 mins. @\$3.00/page |
| VHS / 8mm: S-VHS / Hi-8mm: Mini DV: | +\$7.00/tape +\$12.00/tape +\$10.00/tape |

Film-to-Tape Footage Chart

| Running Time | Reg. 8mm | Super-8 | 16mm |
|--------------|----------|---------|-------|
| .25 Hour(s) | 170' | 214' | 378' |
| .5 " | 340' | 428' | 675' |
| .75 " | 510' | 642' | 1013' |
| 1.0 " | 680' | 856' | 1350' |
| 1.25 " | 850' | 1070' | 1688' |
| 1.5 " | 1020' | 1284' | 2025' |
| 1.75 " | 1190' | 1498' | 2363' |
| 2.0 " | 1360' | 1712' | 2700' |
| 2.25 " | 1530' | 1926' | 3038' |
| 2.5 " | 1700' | 2140' | 3375' |
| 2.75 " | 1870' | 2354' | 3713' |
| 3.0 " | 2040' | 2568' | 4050' |
| 3.25 " | 2210' | 2782' | 4388' |
| 3.5 " | 2380' | 2996' | 4725' |
| 3.75 " | 2550' | 3210' | 5063' |
| 4.0 " | 2720' | 3425' | 5400' |
| 4.25 " | 2890' | 3628' | 5738' |
| 4.5 " | 3060' | 3852' | 6075' |
| 4.75 " | 3230' | 4066' | 6413' |
| 5.0 " | 3400' | 4280' | 6750' |

Always round **up** to next higher 1/4 hour increment!

Home Movie Transfer Duplicates

Now that you are having your home movies transferred to video, you may want to have VHS or DVD copies made for family and friends.

We can provide duplicates of the highest standard that will retain the quality we put into your original film transfer. Our VHS copies are made on matched Sony commercial-grade dubbers. The duplicates will be as close to your original master as is possible.

If you have not had background music added to your transfer, you may wish to have us do this, first. Music adds tremendously to the enjoyment of your movie transfers.

The one-time charge for adding background music to your original transfer is \$10.00 per hour. Once the music is on your master it will be copied to your duplicates for free!

| Transfer Length | 1 Copy | 2 to 4 Copies |
|------------------------|---------------|----------------------|
| 0 - 15 mins. | \$ 8.40 | \$ 7.00 |
| 16 - 30 mins. | \$11.40 | \$ 9.50 |
| 31 - 60 mins. | \$14.40 | \$12.00 |
| 61 - 90 mins. | \$18.00 | \$15.00 |
| 91 - 120 mins. | \$21.00 | \$17.50 |

The above prices include the duplication charge, high-grade Maxell, Fuji or BASF videocassette and hard plastic case. Each original videocassette is charged for separately.

DVD-R Conversion Pricing

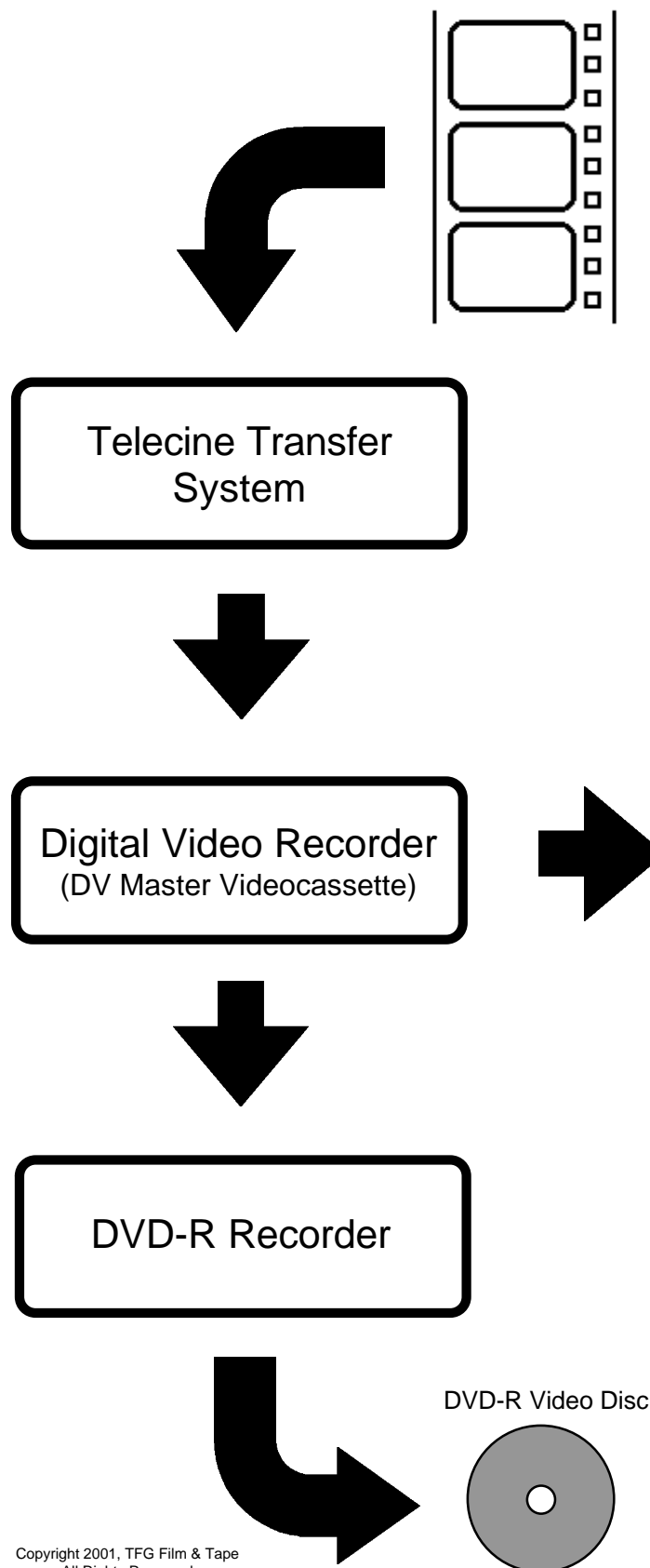
First we convert your digital masters to DVD-R, in up to 2 hour increments, for \$29.00

Then any additional DVD-R duplicates and just \$5.00 each

TFG Film & Tape **(860)529-1877**
500-B Silas Deane Hwy. Wethersfield, CT 06109

DVD Flow Chart

Converting your home movies to a DVD



Many of our customers are now asking us to provide film-to-tape transfers onto DVD or *Digital Video Disc*. They're seeking the higher picture quality, the added convenience and, more importantly, the long term archival storage component the DVD will offer them.

Converting to DVD is a bit more involved than simply making a film to VHS transfer. In order for us to be able to provide a DVD (actually a DVD-R*) that will be compatible with the majority of players now on the market we must master your films onto a digital tape format, first.

The process starts by transferring your home movie film to a Digital Video master. This DV tape format is capable of 500 lines of horizontal picture resolution...more than twice that of the VHS format you are currently using.

From this high quality DV master we can make either VHS videocassette dubs or a pure digital-to-digital conversion to DVD.

Any number of DVD's can then be replicated and they will all be exactly the same as the original 500 line DV master.

*The DVD-R format is fast becoming the defacto standard for the replication of single and small quantity DVD's. Major equipment manufacturers like Pioneer, Sony, Apple Computer and Compaq have already adopted DVD-R and are now beginning to release products based on this format.

However, while most current set-top DVD players are compatible with DVD-R...some are not. The earliest first-generation players made in 1977 and even some of the latest models may not play a DVD-R disc. Therefore, it is up to you, as a consumer, to make sure the DVD player you will be purchasing is compliant with the currently adopted DVD-R standards.