

Doing Business with TFG Transfer

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 DVD, 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. This is up to you to do. They must be clearly marked starting with the number 1. We suggest using a black Sharpie marker and circling the number. If you have little 3" yellow boxes you can write right on the box. Do not use Post-It Notes as 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, not on the colored cover. The covers have a habit of falling off. With the larger reels you can mark right on the metal can or plastic case.

Make sure to complete the **Transfer Order Form** that is part of this package. We need this form to provide us with the information necessary to complete your order.

Shipping your order to us:

Start by placing your film into a plastic bag to keep it from getting wet. Large kitchen bags work fine. Place the bag(s) inside a suitable carton with some bubble wrap, Styrofoam peanuts or even strips of crumpled grocery bags to provide some cushioning during transit. Put the completed forms inside and tape the box securely.

We suggest using UPS when shipping your film to us. They will provide a tracking number and a method by which you can track and/or trace the shipment from point to point. If you cannot wrap the box yourself there are UPS-branded packing/shipping centers in many areas that offer this service for a small fee.

Our address is as follows: **TFG Transfer**
55 Barton Hill Road
East Hampton, CT 06424

Method of payment:

We accept Master Card, Visa and American Express. A form for providing your credit card information is included as part of the package. Cards are not charged until your order has been completed and is ready to ship.

Shipping Charges:

Shipping charges will be added to your order. They typically run anywhere from \$12 to \$20 and depend on the weight of the carton plus the cost for insurance.

TFG Transfer
55 Barton Hill Road
East Hampton, CT 06424
860-529-1877

Customer _____

Ph# _____ Order Date _____

FILM TRANSFER INFORMATION

Type(s) of film being transferred:

- Regular 8mm silent
- Super-8mm silent
- Super-8mm sound
- 16mm 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 as long as the speeds (FPS) are the same.

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.

DIGITAL MASTER and DVD INFORMATION

Your films will be mastered onto DV digital videocassettes from which an intermediate DVD-R will be authored. It is from this digital intermediate we will produce your final DVD's. If you want only the DV master tapes, select this, below.

If you prefer we supply only the raw transfer file for you to assemble and edit on your own, we are able to do that for a charge of \$25 per two hours of transfer time. You must include a formatted, wiped USB external hard drive (1TB or less).

Please make the master DV digital videocassettes, only.

Please make the master **and** _____ DVD's.

Please supply only the raw DV25 digital files.
(I have included my formatted, wiped clean hard drive)

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 Musical Mix Light Classical

SPECIAL INSTRUCTIONS

You can also use this space for giving us instructions on converting tapes to DVD, making copies of existing tapes or DVD's, anything that does not fit in one of the boxes provided.

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 _____

Film-to-Tape Footage Chart

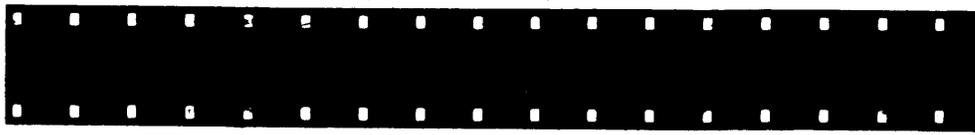
Running Time	Reg. 8mm	Super-8	16mm
.25 Hour(s)	170'	214'	378'
.5 "	340'	428'	675'
.75 "	510'	642'	1013'
1.0 "	680'	856'	1350'
1.25 "	850'	1070'	1688'
1.5 "	1020'	1284'	2025'
1.75 "	1190'	1498'	2363'
2.0 "	1360'	1712'	2700'
2.25 "	1530'	1926'	3038'
2.5 "	1700'	2140'	3375'
2.75 "	1870'	2354'	3713'
3.0 "	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!

ZOTTMANN CHART



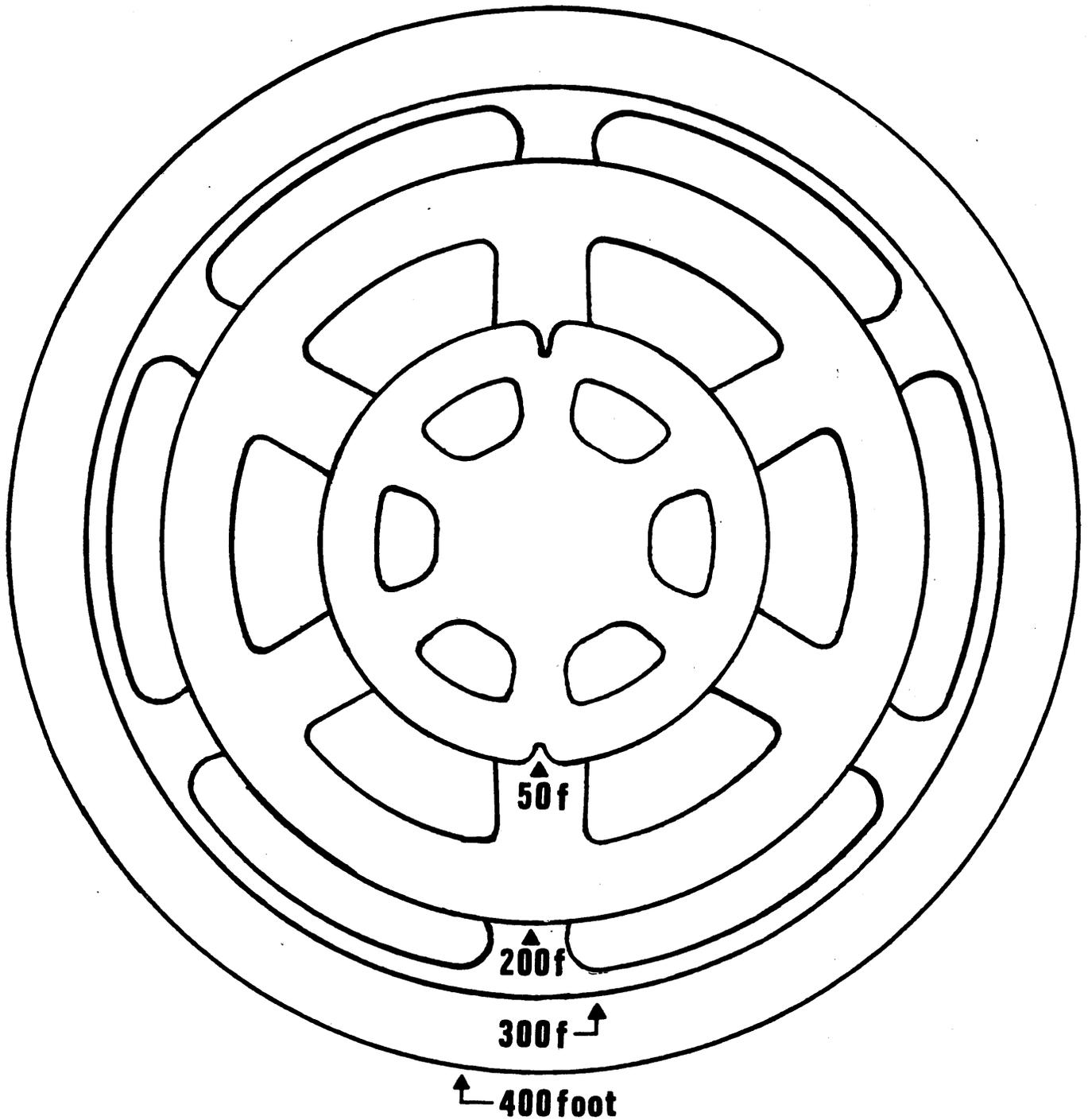
Regular 8mm Film



16mm Silent Film



Super-8mm Film



Film-to-Digital Transfer Rates

Running Time	8mm/S8mm	16mm Silent
.25 Hours	\$40.00	\$56.00
.5	58.00	81.00
.75	78.00	109.00
1.0	102.00	143.00
1.25	126.00	177.00
1.5	150.00	211.00
1.75	174.00	245.00
2.0	198.00	279.00
2.25	222.00	313.00
2.5	246.00	347.00
2.75	270.00	381.00
3.0	294.00	415.00
3.25	318.00	449.00
3.5	342.00	483.00
3.75	366.00	517.00
4.0	390.00	551.00
Additional Time	+\$24/15 mins.	+\$34/15 mins.
Music Added:	\$5.00/15 mins.	Same Price
Title Pages:	\$3.00/page	Same Price
Mini DV Stock	10.00/tape	Same Price
Up to 2 hour DVD	\$34.00	Same Price
Up to 4 hour DVD	\$54.00	Same Price

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.