

## TREASURES IN MOTION - Ordering Instructions

- 1. Choose Your Photos:** The best photos to include in a DVD slideshow are horizontally oriented, in-focus, clean of fingerprints and smudges and physically intact. Try to avoid photos that are blurry and photos with the subjects oriented near the top or sides of the picture. The subjects of the photos should be centered as much as possible. Avoid photos where the subjects' heads have been "cut off" or parts of their bodies are off-camera. Avoid photos with severe damage (major cracks, severe moisture damage, ink-marks, etc.). Please remember that Treasures In Motion does not offer extensive professional photo-restoration services, and severely damaged photos will detract from the overall effect of your final show.
- 2. Arrange and Count Your Photos:** If you have print photos, slides and/or negatives and wish them to be presented in a specific order in the slideshow, number them by placing Post-It (sticky) notes on the **back** of each photo. **Please do not write on your photos with pen or ink, and please do not place your Post-It notes on the front of the photos.** For negatives, an easy way to mark the picture you want is to tie a piece of thread in the sprocket hole over the picture you want.
- 3. Assemble Other Media:** Assemble any combination of your photos, slides, negatives, video clips and digital images and decide on your theme.
- 4. Choose Your Music:** Choose your music and Treasures In Motion will purchase it for you online - please list the names of the songs and the artists' names. If you are unsure of the number of songs your slideshow will require, please contact us and we will assist you.
- 5. Check Your DVD Player:** Please verify the type of DVD media your DVD player can play. This will avoid problems once your order is returned to you. Look at the back of your DVD player and obtain the brand and model number. Then go to VideoHelp.com and locate the Search Player field. Enter your DVD player information and click Search. Scroll down until you locate your exact DVD player's information. The compatible DVD media types are listed (DVD+R, DVD-R or both). If your DVD player is NOT compatible with DVD+R media, please request DVD-R media on your order form. If you do not see your DVD player listed on this site, please contact Treasures In Motion and we will assist you.
- 6. Complete the Order Form:** a completed and signed Order Form must accompany your original materials. You may submit your Order Form via e-mail. Your name must be typed in the signature field and the form must be dated - this will constitute an electronic agreement. Please make sure that the entire form is completed.
- 7. Request a Final Quote:** Contact Treasures In Motion for a final price quote. We will be happy to e-mail an invoice to you. You can also obtain a quote using our online calculator, located on our pricing page. If you choose to pay via PayPal, we will send an invoice to you at this time.
- 8. Package Your Media:** Package your photos, slides, negatives, videos, music/photo CDs, completed order form and payment in full (if paying with cashiers check or money order). Mail your package to Treasures In Motion using the mailing address on the contact page.
- 9. Order Confirmation:** You will receive confirmation from us by either e-mail or telephone as soon as we receive your materials.
- 10. Production Time:** Unless you have placed a Rush Order, the estimated time for production completion is 14 business days from the date we receive your materials, extremely complex or large orders may take longer. During the winter holiday season (November through December), our turnaround time can be up to 21 business days. If you need your order returned in less than 14 business days, please contact us.
- 11. Order Completion:** Treasures In Motion will e-mail or call you as soon as your completed order is shipped back to you. Your completed order and all of your originally submitted materials (photos, music, videos, etc.) will be returned to you via UPS or FedEx, insured, and return-receipt requested.