

**ORDER AND BUDGET FORM**

Please submit this order form along with your source materials and project planner forms

<b>Customer Name:</b>			
<b>Address/City/St/Zip:</b>			
<b>Day Phone:</b>		<b>Cell:</b>	
<b>Email:</b>			
<b>TYPE OF TRIBUTE</b>	<input type="radio"/> Graduate	<input type="radio"/> Birthday	<input type="radio"/> Anniversary
	<input type="radio"/> Memorial	<input type="radio"/> Vacation	<input type="radio"/> Sports
	<input type="radio"/> Reunion	<input type="radio"/> Wedding	<input type="radio"/> Other Special Event <i>(pls. describe below)</i>
<b>Name of Person(s) Being Honored:</b> <small>(and specifics, i.e. 75<sup>th</sup> Birthday, 25<sup>th</sup> Anniversary, etc.)</small>		<i>(describe – use back also)</i>	
<b>Is this a surprise for anyone who might answer any of the above ph #'s or email?</b>			YES <input type="checkbox"/> NO <input type="checkbox"/>
<b>If yes, please list name(s) we should not discuss project with :</b>			

<b>Date Submitted</b>	
<b>Requested Completion Date:</b> <small><i>(excluding memorials, anticipate a two week turn-around-time after receipt of ALL materials)</i></small>	

<b>BASE PROJECT COST:</b> <i>Includes one music track, beginning/ending title pages and captions, animated motion of stills, basic dvd menu, one project dvd with packaging</i>	<b>\$75.00</b>
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<b>Number of Pictures</b>		x	\$2 ea	=	
Maximum length per clip not to exceed 1 min. <b>Number of Video Clips*</b>		x	\$5 ea	=	
<b>Number of Audio Tapes/Voice Over</b>		x	\$5 ea.	=	
<b>Additional Music Tracks</b>		x	\$3 ea	=	
<b>Number of Photos to Synchronize with Music</b>		x	\$5 ea	=	
<b>Number of additional DVD's</b>		x	\$10 ea	=	

EXTRAS					
<b>Customized DVD Menu</b> <small>(i.e. layering, compositing, PIP, special effects)</small>			<b>Add \$10</b>		
<b>Advanced Editing</b>			<b>Add \$30</b>		
<b>Use of Welch Production Stock Footage Clips</b>		x	\$10 ea	=	
<b>Number of Photos Requiring Restoration</b>		x	\$15 ea	=	
<b>Number of Photos Requiring Editing</b> <small>(i.e. cropping subjects, coloring, re-sizing, etc.)</small>		x	\$2 ea	=	
<b>Prices for Staging, Graphic Design Elements, etc. quoted on a per project basis</b>				+	
<b>Shipping Charges</b> <small>(determined by weight, delivery method and destination, etc.)</small>				+	

**SUB TOTAL:**

<b>*****OPTIONAL DISCOUNT*****</b> By allowing Welch Productions to show this project in whole or part for marketing or promotional purposes, you may deduct 5% off the total cost. <small>(does not apply to discounts in effect through joint marketing promotions or memberships)</small>	<input type="checkbox"/> Accept <input type="checkbox"/> Decline
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<b>NOTES:</b>	<b>TOTAL:</b>	
	<b>DEPOSIT PAID:</b>	
	<b>BALANCE DUE:</b>	

**NOTE: Re-Edits** Understandably, clients may request changes and adjustments be made before a project is considered final. Allowances for basic revisions, but with limit to freewill changes, *are considered* at no charge. However, larger revisions requiring many extra hours of editing time or excessive freewill changes will incur surcharges at an hourly rate of \$25. **\*Video Clips:** Video montages/commercials are priced by either the hour or the project. Incorporating video clips into a photo montage is priced by the clip with a limit of 1 minute per clip.