HOMEDVD

Custom Multimedia Work Order Form

What is nature of your special multimedia project? Explain in a few sentences, what you are looking to have done. Note any special hardware required, expectations of operation etc. It boils down to writing a short specification of your project. Use extra paper if required.

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Client is responsible for the shipping cost to/from our facility unless otherwise agreed upon.

Your Return Shipping Information

Name: _____ Prov/State: _____
Street Address: _____ Country: _____
City: _____ Ph: _____ Postal Code: _____
Email address: _____ DVD copies
Notes: _____
Additional Notes: _____

Shipping Instructions

Assemble all of the project elements that you plan to use. Choose a sturdy shipping box that best matches the space needed by your project. Stuff the shipping box with adequate fill, enough to stop the contents from moving around. Make sure you have included this form in the shipping box. If you are in Canada, I recommend using Canada Post, EXPEDITED, with insurance and a tracking number. If you are in the USA, you can use USPS, but I recommend using either UPS or FedEx. When I receive your package I will email you indicating receipt of your materials and your order details.

Ship to:

HomeDVD
4 Ardagh Gate
Ottawa, Ontario
Canada, K2L1N2

Toll Free 877 397-3971 (613 836-9683) **email: support@homedvd.ca**

Print and please include this finished form in your shipping box.