



Shipping Instructions

Steps to ship your transfer order (for both National or International customers)

1. Assemble all your videotapes, film and slides that you would like to have transferred. Label the items in your shipment in the order you want to have them appear on your DVD (chronologically, or by subject). Optionally include a piece of paper briefly describing how you would like your project organized, if that is important to you. Try to inventory your items to get a count of what you are shipping and we will verify this in our return email, indicating receipt of your order and at the same time verification of your information/instructions.
2. Fill in the applicable **Order Form** which is included below in this document. There is a separate order form for each type of transfer service we offer (Videotapes, Film and Slides).
3. Also fill in your contact information shown in the **Terms & Conditions** section of this document. Please be very accurate here, with the proper spelling. Then, read the Terms and Conditions paragraphs and if they are acceptable to you, please sign in the signature section your agreement. For assistance, please call us. Our local in number in Ottawa is 613-836-9683. Our toll-free number is 1-877-397-3971.
4. Package your videotapes, film reels, and/or slides in a sturdy box using some packing material (newspaper, foam, peanuts or bubble wrap) so the contents inside move as little as possible during transit. If you can hear the contents rattle inside the box when you shake it, you should add more packing material. As an extra precaution, you can seal individual reels/cassettes etc., in Ziploc bags in the unlikely event that the shipment comes in contact with water.
5. Place the completed **Order Form**/additional instructions and signed **Terms & Conditions** in the shipping box.
6. Seal your box well with packing tape. Directly write our shipping address to your box or adhere a pre-made label if you can make one. Take your box to the local post office or to your bonded shipping service of choice. International customers using a bonded courier like FedEx or UPS will require a commercial invoice. See our download page for a blank form.

Our shipping Address: Ph: (613) 836-9683
4 Ardagh Gate
Kanata, Ontario
K2L 1N2
Canada