

# Instructions for Transfer Orders:

No unsolicited orders. Please contact Studio42 to get approval before shipping your order.

1: Please label all of your film, tapes, photos and slides with your first and last name. At the very minimum, please label the boxes, cans, cases or envelopes.

2: Please inventory your order as best as you can. Studio42 will call if there are questions.

Fill out the Work Order as best you can. Required items are the Client Information and phone number. We will not work on projects if this information is not filled out.

3: Please label the order you wish things to appear on DVD's or CD's. If you do not label the appearance order, Studio42 will put the material on media in the order it was transferred.

4: Please be complete and thorough with your description of work you wish to have done. Studio42 will call if there are questions, concerns, problems or issues.

5: Please properly pack and box your order. Please keep your media away from packing material that can contaminate your media by placing your media in paper bags or wrapped in paper. Please do not over-wrap or over-tape your media. Do not wrap in plastic bags as moisture could condense and possibly damage your media. Studio42 is not responsible for damage to media in transport or at Studio42.

6: As you will be paying shipping in both directions, please state how you wish your order to be returned to you. If you do not mention this, your order will ship it back to you via UPS Ground unless FedEx Ground is less expensive. We will use a method requiring a signature and will insure the shipment based on the value of the dollar value of the work done.

We are not liable for media left on our premises or shipped to our premises. We will take reasonable precautions and will care for your media to the best of our abilities. However, we are not liable for any lost, damaged, destroyed or stolen media. Client agrees to these conditions and may not bring litigation against Studio42 for any reason.