

Address Label

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| Ship to: Rafik Video 817 Broadway, 4FL New York, NY 10003 | Return Address: |
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1. **PRINT THIS PAGE.** Cut out Address Label above and tape it to your package.

In the package you'll send, seal media in plastic bag(s). Use two inches of padding on all six sides in a corrugated box. Pack non-standard containers inside a standard corrugated box. (Unusual packaging stands out for those with ill intentions.) Save money by shipping (slow) US Postal MEDIA mail (no thumb drives or hard drives), or Postal Standard, Postal Priority mail, FedEx, UPS, or DHL. All of which can provide tracking (save your tracking number).

2. **PROVIDE Your Contact Info.** Provide a return address sticker or fill out the label below and enclose it in your box.

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|--------------------------------|------------------------|
| Return Address Sticker: | Name |
| Yes _____ | Address |
| No _____ | City, State, ZIP |
| Phone..... | Email..... |

3. **NUMBER YOUR MEDIA** in the order you want them to be named /or play.

4. **What are we providing?**

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|----------|---|--|
| Quantity | Transfer To (don't know – ask us) | Transfer File Format (don't know – ask us) |
| | Video files: Web Download, USB Thumb drive, or USB Hard Drive | H264.mp4, h264.mov, DV.avi, Other: |
| | DVD Video (standard playable mp2 file format) | Many other file formats available |
| | Audio files: Web Download, USB Thumb Drive, or USB Hard Drive | Mp3, wav, aiff, OTHER: |
| | CD Audio (standard playable CDAudio file format) | |
| | Tape recovery | Type of tape: |

The First CD/DVD/Download/Flash drive set is always included. Indicating '2' above requests 1 extra duplicate. Is it ok to combine short tapes onto the same CD/DVD (will have a menu to jump to each tape) Yes_____ No_____

5. **SUGGEST A TITLE FOR CD/DVD labeling.** (Often: last name + "Home Movies (film) or "Family Videos (tapes)" (We provide basic titling if nothing is listed; i.e. 'tape 1', 'tape 2', ect).

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6. **PAYMENT**

| | | |
|--|--------------------------|------------------------------|
| Credit card/ PayPal billed after recorded _____. | Check Enclosed \$ _____. | Will send check later _____. |
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We accept personal checks, bank checks, and postal money orders. All major credit cards accepted through our PayPal billing site – you do not need to be a member. We typically initiate a bill after materials are recorded.

7. **WE WILL CONFIRM RECEIPT** of your materials and verify the cost before we start.