

**Images4life Limited**  
**6 Wychwood Park**  
**Weston**  
**Cheshire**  
**CW2 5GP**

Telephone 01270 820668  
FreePhone 0800 043 0668  
www.images4life.com  
sales@images4life.com



**For Best Results Using This Form Please Use Adobe Acrobat Reader**  
<https://get.adobe.com/uk/reader/>

## ORDER FORM v.a11

Name.

Mobile Number.

Address1.

Home/Work Number.

Address2.

Email Address.

Town.

County.

Postcode.

Country.



**Tell us any background to the project ?**



**Tell us any deadlines to work towards ?**



# CINE FILM MATERIAL

## What Quantity of Cine Films Are You Sending ?

8mm 50'	16mm 50'	9.5mm 50'
8mm 100'	16mm 100'	9.5mm 100'
8mm 200'	16mm 200'	9.5mm 200'
8mm 300'	16mm 300'	9.5mm 300'
8mm 400'	16mm 400'	9.5mm 400'
8mm 600'	16mm 600'	9.5mm 600'
8mm 1000'	16mm 1000'	9.5mm 1000'
8mm 2000'	16mm 2000'	9.5mm 2000'

## How Would You Like To Receive Your Scans ?

MP4 File Download From Online Secure Vault

MP4 File Download + MP4 Files supplied on  
USB Memory Stick

MP4 File Download + ProRes422HQ/MP4  
Files supplied on Portable Hard Drive

Transfer to DVD Disk

Transfer to High Definition Blu-Ray Disk

## Title For DVD/Blu-Ray Disk Option

## How Many Additional Copies of Disks ?

## Any other comments or requirements ?

# VIDEO MATERIAL

**What Quantity / Hours of Video Tapes Are You Sending ?**

Format	Qty	Hours
Mini DV		
Mini HDV		
VHS		
VHS/C		
Video8 / Hi8		
Digital8		
MicroDV		
Betacam SP/SX		
DigiBeta		
Other		

**What Quantity of Memory Cards Are You Sending ?**

Format	Qty
SD	
Mini SD	
MMC	
Micro SD	
Memory Stick Pro/Duo	
Compact Flash	
xD Picture Card	
GoPro	
Mobile Phone	
Other	

**How Would You Like To Receive Your Transfer ?**

MP4 File Download From Online Secure Vault

MP4 File Download + MP4 Files supplied on USB Memory Stick

MP4 File Download + ProRes422/MP4 Files supplied on Portable Hard Drive

Transfer to DVD Disk

Transfer to High Definition Blu-Ray Disk

**Title For DVD/Blu-Ray Disk Option**

**How Many Additional Copies ?**

**Any other comments or requirements ?**

# PHOTO/SLIDE MATERIAL

**What Quantity of Photos, Slides or Negatives  
Are You Sending ?**

**Format**

**Qty**

Photographs ( Max 8" x 11" )

Large Format Photos ( Max 40" x 100" )

35mm Slides

**How Would You Like To Receive Your Scans ?**

MP4 File Download From Online Secure Vault

MP4 File Download + MP4 Files supplied on  
USB Memory Stick

MP4 File Download + ProRes422/MP4  
Files supplied on Portable Hard Drive

Transfer to DVD Disk

Transfer to High Definition Blu-Ray Disk

**Title For DVD/Blu-Ray Disk Option**

**How Many Additional Copies ?**

**Any other comments or requirements ?**

**Next Steps :**

Thanks for filling out the order form. The next step is to get the material to us at the studio, for this we recommend either sending the material by a recorded delivery service such as Royal Mail Special delivery or an independant courier who can provide a tracking report.

The other option is to let us arrange a collection using Interlink/DPD couriers. We ask you to package up your material, including this order form inside suitable box and seal the box. For your convenience we have included a shipment address label below, simply cut this off and attach it to the outer os the box.

We will then arrange a collection on a suitable day. On the morning os collection the courier will provide you a 1 hour collection window via email and/or text message.

**Please Select ?**

I Will Send In The Material Myself

Please Arrange To Collect My Material

Once the material is delivered to our studio we will contact you to confirm safe receipt and provide an estimated dae for completion.

Should you have any questions at all please contact us in the studio on

Telephone 01270 820668

Free Phone 0800 043 0668

Email - [sales@images4life.com](mailto:sales@images4life.com)

Website Chat - [www.images4life.com](http://www.images4life.com)

You can now use the button below to print this order form. Remember to save a copy of this form for your reference either electronically or hard copy.

**Ship To :**

**Images4life Limited**

**6 Wychwood Park**

**Weston**

**Cheshire**

**CW2 5GP**

# Terms and conditions:GDPR

## Terms & Conditions of Our Service - Updated & Checked October 1st 2018

This privacy policy sets out how Images4life Limited uses and protects any information that you give Images4life Limited when you use this website or complete our service order form.

Images4life Limited is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, then you can be assured that it will only be used in accordance with this privacy statement.

Images4life Limited may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes. This policy is effective from 22nd May 2018.

### What we collect

We may collect the following information:

- name and job title
- contact information including email address
- demographic information such as postcode, preferences and interests
- other information relevant to you request for our service.

What we do with the information we gather

We require this information to understand your needs and provide you with a better service, and in particular for the following reasons:

- Internal record keeping.
- Invoicing and SMS Project Status Updates.
- We may use the information to improve our products and services.
- We never use your contact information to send out newsletters or product offers.

### Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

### How we use cookies

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

We use traffic log cookies to identify which pages are being used. This helps us analyse data about web page traffic and improve our website in order to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system.

Overall, cookies help us provide you with a better website, by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

### Links to other websites

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

### Controlling your personal information

You may choose to restrict the collection or use of your personal information in the following ways:

- whenever you are asked to fill in a form on the website, look for the box that you can click to indicate that you do not want the information to be used by anybody for direct marketing purposes
- if you have previously agreed to us using your personal information for direct marketing purposes, you may change your mind at any time by writing to or emailing us at [email address]

# Terms and conditions General:

Please read the following terms and conditions and privacy policy before using any images4life limited service or this web site.

This is a legally binding agreement between you ("the customer") and images4life limited establishing the terms and conditions under which this web site & services may be used. Use of any services, whether instigated online, by phone, by written communication or in person, implies that "the customer" accepts these terms and conditions.

If "the customer" does not accept these terms and conditions, do not access this web site and do not use any images4life limited services.

Nothing on this web page or the web pages of any affiliate should be construed as an offer to sell or a solicitation of an offer to purchase any securities where it would be illegal to do so.

## Company details

Images4life limited is business located in the United Kingdom. The business registered address is 6 Wychwood Park, Weston, Cheshire. CW2 5GP. images4life limited offer services to customers in the UK, Ireland and worldwide. The company registration number is 7179133

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images4life limited maintains this web site from the United Kingdom and images4life limited makes no representation that the material and information contained herein is appropriate or available for use in other locations/jurisdictions.

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## Use and disclosure of personal information

All information passed onto images4life limited will be handled with the greatest of care and at no time during credit card transactions will the card details be retained in full by images4life limited. All images including moving and still images will remain the personal property of "the customer" and at no time will copyright be applied on the material. "The customer" is using images4life limited to provide a transfer service only.

## Customer Confidentiality

We take customer confidentiality extremely seriously and under no circumstance will we either disclose customer information and/or release any footage without written consent by the material owner. We only retain material with permission by the owner. Whilst we perform many transfers for high profile customers we never disclose this information on our website and/or as part of any communications. The privacy is paramount.

## Website Cookies

As required by EU Law we notify all users of our website that we use website cookies in order to offer live chat functionality and also monitor our Google Adwords campaign. Each website user is given the option to accept or decline the use of cookies.

## DVD production.

All DVD disks created by images4life limited will be created to the highest standard using disks manufactured by either Taiyo Yuden or Sony dadc. All DVD disks will be thermally printed in full colour. By using high quality DVD media images4life limited will create a DVD-r disk to the highest compatibility standard however it is the responsibility of "the customer" to ensure that the DVD player for use with the DVD disk fully supports the DVD-r format.

## Shipment.

images4life limited reserves the right to select an appropriate supplier for the shipment of "the customer's" material, on a case by case basis.

The primary supplier will be DPD Local Ltd. Please see DPD Local website for their full terms and conditions of carriage. (<http://www.dpdlocal.co.uk/terms-and-conditions.jsp>)

images4life limited may use Royal Mail signed for service. Please see Royal Mail website for their full terms and conditions of carriage. (<http://www.royalmail.com>)

images4life limited reserves the right to use any courier other than the ones stated above with no prior warning or notice.

When agreeing to use Images4life Limited to either deliver or collect parcel the customer accepts that we will share contact details with the carrier in order to provide delivery ETA details.

All shipments of "the customer's" material will require a signature on receipt of goods.

"The customer" is fully responsible to ensure that any items shipped, either directly themselves or via an arranged courier collection, are packaged appropriately, safely, securely and clearly labelled.

# Terms and conditions General:

## Loss and damage.

"The customer" is responsible to review the shipping terms and conditions of any carrier, prior to use. Any loss or damage during transit must be taken up directly with the courier concerned, under their terms and conditions. images4life limited will be able to provide shipment tracking information on request, where applicable. images4life limited will not be held liable for any loss or damage of "the customer's" material, this includes photographic film, electronic equipment and/or any other item shipped to images4life limited or via any collection service requested.

Any loss or damage to photographic film, electronic equipment and/or any other item, while on images4life limited premises only, will be replaced at the physical value only, up to a maximum value of £100.

## Pricing information

The latest retail pricing is located on images4life limited.com. All pricing is fully inclusive of VAT. images4life limited is a VAT registered company and as such manages the VAT payments back to the United Kingdom government.

For services offered outside of the United Kingdom VAT will not be applied to the final cost, however we will only export to a non-UK address in order to meet the United Kingdom regulations.

## Refund Policy

After the product is returned should the customer not be satisfied with the results then they should contact Images4life Limited via email using address sales@images4life.com and we will work through the issues to find a suitable resolution for both parties.

## Data Retention

As part of standard process the customer data including scans will be retained for a maximum of 6 weeks. Either after project completion or multi stage projects the data will be removed and deleted in order to recover space for other projects. Customers wishing to have data retained for a longer period should request this from Images4life Limited and retain the confirmation.

## Copyright material.

Any material sent to images4life limited must contain permission by the copyright owner to produce/duplicate the original. It is "the customer's" responsibility to seek this permission. images4life limited will provide a copyright indemnification form to cover this request/topic.

## Indemnify

"The customer" hereby agrees to indemnify and to keep images4life limited fully and effectively indemnified against any action, liability, cost, claim, loss, damage, proceeding or expense (including legal fees, costs and expenses on a full indemnity basis) suffered or incurred by images4life limited arising from or which is directly or indirectly related to:

- (a) your access to and/or use of images4life limited web site.
- (b) any breach or non-observance of any of these terms and conditions by "the customer" or by any other person.

## Modification

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