

# Griggs Video Services

1560 W Bay Area Blvd  
Suite 306  
Friendswood, TX 77546  
713-609-9919  
griggsvideo.com



## Griggs Video Services Transfer Order Form

Please print this form and attach it with your order.

<p><b>Name</b></p> <table border="1"><tr><td><input type="text"/></td><td><input type="text"/></td></tr><tr><td>First Name</td><td>Last Name</td></tr></table> <p><b>Address</b></p> <table border="1"><tr><td colspan="3"><input type="text"/></td></tr><tr><td colspan="3"><input type="text"/></td></tr><tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr><tr><td>City</td><td>State</td><td>Zip Code</td></tr></table> <p><b>Phone Number</b> <input type="text"/> <b>Alternate/Secondary Phone</b> <input type="text"/></p> <p><b>Email</b></p> <table border="1"><tr><td><input type="text"/></td></tr></table>	<input type="text"/>	<input type="text"/>	First Name	Last Name	<input type="text"/>			<input type="text"/>			<input type="text"/>	<input type="text"/>	<input type="text"/>	City	State	Zip Code	<input type="text"/>	<p><b>Payment Options</b></p> <p>Please remit payment with your order in the form of a Check, Money order, or Certified Check</p> <p>You may also pay via phone once we receive your order</p> <p><input type="checkbox"/> Payment Included</p> <p><input type="checkbox"/> I will pay with Credit Card via phone once my order is received by Griggs Video Services</p> <div style="text-align: center;"></div> <p>* Visa, MasterCard, Discover, American Express Cards are accepted</p> <p> <u>Include return shipping amount for postage with your payment</u></p>
<input type="text"/>	<input type="text"/>																	
First Name	Last Name																	
<input type="text"/>																		
<input type="text"/>																		
<input type="text"/>	<input type="text"/>	<input type="text"/>																
City	State	Zip Code																
<input type="text"/>																		
<p><b>Which items are you submitting for transfer?</b></p> <p><input type="checkbox"/> 35mm Slides   <input type="checkbox"/> Photos   <input type="checkbox"/> Negatives</p> <p><input type="checkbox"/> VHS Tapes   <input type="checkbox"/> VHS-C Tapes   <input type="checkbox"/> 8mm Tapes   <input type="checkbox"/> Mini DV Tapes</p> <p><input type="checkbox"/> VHS Tapes   <input type="checkbox"/> VHS-C Tapes   <input type="checkbox"/> Mini DVDs</p> <p><input type="checkbox"/> Audio Cassettes   <input type="checkbox"/> Micro Audio Cassettes</p> <p><input type="checkbox"/> 8mm Film   <input type="checkbox"/> Other</p> <p>Total Number of Items Submitted: _____</p> <p>Number of Additional Copies Needed: _____</p> <p>Additional Comments: _____</p> <hr/> <hr/>	<p><b>PLEASE PRINT AND MAIL TO:</b></p> <p><b>Griggs Video Services</b> 1560 W Bay Area Blvd Ste 306 Friendswood, TX 77546</p> <p>For questions or assistance please call: <b>713-609-9919</b></p> <div style="text-align: center;"></div> <p> Ensure all items are properly packaged and secured for delivery.</p>																	

**Terms and Conditions:** By shipping items to Griggs Video Services, LLC, you acknowledge that Griggs Video Services, LLC is not responsible for late, lost, damaged or misdirected mail. When submitting videotapes, film, slides, photos or any other media to us for the purpose of transfer, duplication, repair or for any other reason, client acknowledges and agrees that Griggs Video Services, LLC shall not be liable for any loss or damage to such materials following receipt and during processing of such materials. Griggs Video Services, LLC makes no warranty and assumes no other risk and shall not be liable for any indirect special, incidental or consequential damages resulting from client's use of our services. Client acknowledges that any media items submitted to Griggs Video services, LLC for processing is not protected by a third party copyright owner or if protected, the client has obtained permission of such third party copyright holder to make duplications. Client also agrees to protect and indemnify Griggs Video Services from any costs related to copyright infringement. Shipping and handling charges will be added to your order.

I have read the agreement and submit my order to Griggs Video Services, LLC in accordance with the preceding terms and conditions.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_