

Order Form

Accentance

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Please type, or use highly legible handwriting. Use additional pages if needed. Print it out (if convenient, also e-mail it to info@accentance.com) and send it with your materials to be converted to: **Accentance, 14101 Willard Rd., Suite C, Chantilly, VA 20151**. Use a trackable shipping service, or at least Priority Mail. For pricing and other details go to accentance.com/audio.htm. If your needs are simple and we already quoted you a final price, you can include a check with this order form or pay online at accentance.com/payments.htm. Otherwise, after we receive and evaluate your materials we will quote you a price.

First Name:	_____	Audio CD(s), Data CD(s), or MP3s?	_____
Last Name:	_____	Number of CDs or CD sets desired:	_____
Company/Org. (if any):	_____	By when do you need them back?	_____
Street Address:	_____	Billed to your company/org.?	_____
City, State, Zip:	_____	Where did you hear about us?	_____
Phone:	_____		
E-mail:	_____		

In the space below, please indicate the type of materials to be converted (e.g. standard cassettes, microcassettes, reel-to-reel, etc.), the number of your originals, the subject matter of the audio, and the approximate duration:

Please indicate how your CD(s) should be labeled, if at all. (Note that you may label them yourself with a felt-tip pen.):

For audio CDs, indicate whether it is important to pinpoint where each new track (i.e., subsection of the audio, displayed as a number on your CD player) should begin. If so, we will e-mail you the digital audio files so you can determine this, before we finalize them. Alternatively, we will pinpoint the locations for you; an additional fee may apply, depending on the scope of the work.

Include any additional details regarding what you would like accomplished:

Customer agrees that the liability of Accentance, LLC for any loss or damage to DVDs, CDs, video, film, slides and/or other materials ("Materials") shall be limited to the price of the services. Accentance shall not be liable for consequential, punitive or other damages, including loss of profits, goodwill, or capital. Limited Warranty: Should the DVD(s) or CD(s) fail to play properly under normal use, within the first 14 days after receipt of Materials, Accentance will either replace the defective DVD(s) or CD(s) at no cost to Customer, or refund Customer's money. Confidentiality: Customer's Materials will be kept confidential; they will not be shared with or disseminated to outside parties.