Bushey Digital Order Form

THIS FORM MUST BE COMPLETED IN FULL EVEN IF YOU HAVE PLACED AN ON-LINE ORDER AND ENCLOSE WITH ORDER

Name:	*name*					
Address to send tapes & conversions back to you:	*If collecting in person leave blank* *We always send/give tapes back unless you ask us to dispose of them*					
Will you be collecting in person? **If not please ensure you have included return P&P amount as per our web site**						YES/NO
Contact Number(s)			Date form completed			
Email address						
Where did you hear about us from		Number of Tapes/DVDs/reels – sent/delivered				
Amount (see cost calculator on website)		If paid online enter transaction ID or enclose confirmation email				
Payment Method (tick box)	Bank Transfer		Cash		Card	
If you require footage back urgently, please state date required *Note "Express Service" charges apply see website for details*						

Which format do you require: - Digital file is recommended see website for 15 reasons why not to choose DVD!	Digital File/DVD			
Do you need us to supply a USB device (if not please provide your own) select quantity	0	1	2	
Instead of posting Do you require files sent back via the internet (max 10)	YES/NO			
Some VHS/VHS-C tapes have accidental TV footage e.g., tapes labelled "Holiday Spain 1999" has been overwritten with EastEnders, however some customers DO want TV footage so to avoid confusion question is: If any of your tapes starts with TV (we will check the first 5 minutes) do you still want it transferred? If not, there will be no charge for these tapes We do not charge for blank tapes	YES/NO			

Complete Only if tape labels unclear or filename needs to be different

Label Written on tape	Please state below the title that you would like as the name of file (if different from the tape)
	If you need more rows just insert them or print on another sheet

Additional Instructions

We recommend Royal Mail Special delivery or Parcel Force 48 for packages over 2KG
DO NOT OVERPACK YOUR TAPES we fully appreciate the emotional attachment to the tapes, but they are very hardy and not fragile at all, so please do not pack like they are Ming vases this is an environmental waste of resources
Sending us your items confirms your acceptance of our terms and conditions