

*Please ship your order to the address below.
 Please pre pay your order on our web site before you ship it.
 You may also send a check in with your order.
 Typical turnaround is 2 weeks or less from when we receive your order.*

Hickman Video Productions
 206 Camp St
 Middletown CT 06457

www.hickmanvideo.com
 e-mail twhickman43@comcast.net
 Phone: 860-347-9057

Please Print Clearly

RETURN SHIP TO: _____

 Phone: _____ E-mail: _____

Please fill out the information below about your order, sign and date the agreement at the bottom. Please include a copy of this purchase order with your order when you ship your tapes to us. We cannot process your order without it. Do not send store bought movies and other copyright material unless you have written permission to transfer them. We reserve the right to reject any material we deem inappropriate (pornography) or copyrighted. Store bought audio tapes are OK as long as you have the original tape and send that for transfer, we cannot make extra copies of store bought audio tape we just do the transfer. If we reject your tapes you will receive a refund for your tapes minus the cost of shipping that you paid. If you have questions please contact us before you ship your tapes. Thanks

P.O DATE	REQUISITIONER	SHIPPED VIA	DATE SHIPPED	PRE PAY E-BAY

QTY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL
	Audio tape 80 min	MP3 files on your USB drive or CD (80 min.) additional charge Mp3 files you will receive a CD plus an MP3 file if you order MP3 files	5.00	
	8 gig USB Flash Drive	USB Flash drive for your Mp3 files	10.00	
	Audio tape 80 min	Transferred to Audio Cassettes up to 80 min long	10.00	
	Tapes over 80 min	ADDITIONAL \$2.50 FOR TAPES OVER 80 MIN FOR THE EXTRA CD	2.50	

**NOTE if you are requesting MP3 files please include your USB drive large enough to hold the files
 If you want us to supply the dirve there will be an additional \$10.00 charge for the USB Flash drive.
 Special notes in this space, use a separate sheet of paper if necessary.**

SUBTOTAL	
SALES TAX CT ONLY 6.35%	
OTHER	
TOTAL	

Hickman Video Productions is not responsible for orders lost in the Mail. You are responsible to ship your tapes to us and we will pay the return shipping and back your order up on our computer until you have safely received your order.

Limit of Liability: Submitting any video or audio tapes to this firm for processing or other handling constitutes an agreement by you that any damages or loss by our company, even though due to the negligence or other fault of our company, will only entitle you to refund for the transfer of that tape. Except for such refund the acceptance of the tapes is without other warranty or liability, and recovery for any incidental or consequential damages is excluded.

Customers signature: _____
 Date: ____/____/____