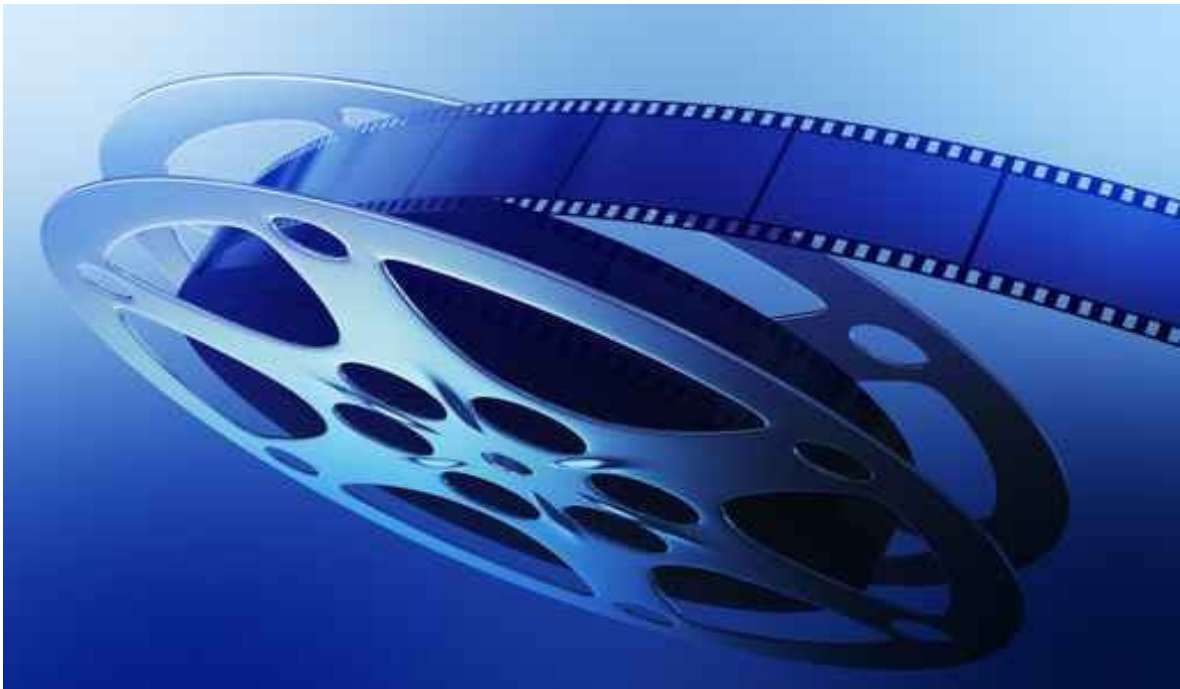


**LET US
MAKE YOU
THE STAR
OF
OUR NEXT VIDEO!**



The Great Lakes Video Services
Guide to preserving and archiving your
precious family memories.

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Thank you for choosing our transfer services!

Your finished project will be recorded on DVD utilizing the latest in digital technology, ensuring a longer shelf life and perfect viewing time after time.

Why Great Lakes Video Services?

For over 21 years, we've helped hundreds of thousands of people, just like you, get their precious home movies, films, slides and prints "out of the shoebox" and onto a convenient DVD or video that can easily and instantly be shared with family members and friends. While we offer a wide variety of services, transfers and archiving **have always been the cornerstone of our business.**

Why should you trust your films and photos to us?

Each individual order is carefully monitored frame by frame or slide by slide --and with the utmost care and consideration by trained operators and transfer specialists. Our technicians are precise and professional. We never simply "set it and forget it," and we have an excellent reputation for quality, service and dependability.

And, all orders are 100% guaranteed 100% of the time.

Although our transferring methods are proprietary, we can assure you that we use only synchronized projectors and the latest in digital technology to guarantee you the best possible transfer. Your satisfaction is our goal, and we're pleased to give your treasured memories the special care they deserve.

How to prepare your transfer order by mail:

First, read this helpful guide. Use it to organize, estimate and calculate your film, slides and photos. (Note - there is a wealth of information in this guide for walk-in customers, too.)

Next, completed our Transfer Order Form. (Available to download online by web users or by mail with your free Transfer-By-Mail Kit.) Finally, ship your order to us. Put all of your materials, including background background instructions or discs, title sheets, and your deposit, into a sturdy and safe package. We recommend Federal Express, UPS, or Priority Mail shipping with confirmation.

Upon receipt of your order, we'll evaluate your materials, credit your deposit, and call you with receipt confirmation and your scheduled return ship date. All orders are returned shipped by Federal Express Economy Service unless otherwise specified. The entire process, including shipping time, is generally completed within two weeks.

Call us if you have questions or concerns.

If at any time (either while reading this guide or when preparing your order) you have questions, please contact our Customer Service Department at (800) 987-5491.

Remember, we want your transfer to be perfect, too!

Step by Step Instructions for Completing Your Order

1. Download and print the online order form, or use the hard copy provided to you with this booklet.

Be sure to include your name, shipping address, daytime phone number, and alternate phone number. Please print as legibly as possible, and include your street address, which is required for Fed Ex shipping.

2. Prepare your Slides and Photos.

Calculate the number of slides and prints in your order, and number each one consecutively in the order you wish them transferred. There are many ways to number your slides or prints. You can use labels or stickers (on the back of the item) or directly number the back of each item with a pencil or pen. We recommend that you avoid felt-tip and ball-point type markers, which may smear or show through on prints.

If you are sending slides in a carousel, you don't need to number them individually. Simply arrange the slides in order in the carousel, then number the carousel itself.

Slides or prints that are received without a numbering system will be transferred in no particular order, so take that few extra minutes to arrange them how you'd like. And, unless specified, slides and photos will appear for approximately 8 seconds each, with a 1 second dissolve or transition in between.

IMPORTANT TIP: You can order an archival backup CD of your images (in .jpg format) for just \$12 more (per CD.)

3. Prepare your 8mm/Super 8mm/16mm Films.

Number your film reels in the order you'd like to see them appear on your DVD. Films that are received without a numbering system will be transferred in no particular order. (If you wish, you can mix and match slides, prints and film for a truly memorable presentation. As long as the slides and films are grouped continuously, there is no extra charge.)

Use the handy measuring guide at the end of this booklet to calculate your movie footage. This guide will also help you with the number of DVD Masters your project will require. All film orders include free cleaning and/or splicing, and a complimentary set of Archival Backup Masters for safekeeping.

IMPORTANT TIP: If you plan to edit the films yourself, other Master formats are available. Please call us for more information.

4. Choose Background Music.

This step is optional –only you can decide whether or not to add background music and which type to add. We have, however, had many customers tell us that the music they chose made their transfers even more special, and twice as enjoyable too!

You can choose from our stock library of pleasant instrumental music (Easy Listening, Jazz, Classical, Light Classical or Contemporary) or you can choose from your own music collection at home.

If you provide music, it must be on Compact Disc. Other formats provided may incur an additional fee. And, for film transfers or slides, the music must be continuous. For instance, if you've included a CD with your order, we'll use the entire disc, not just one song. And keep in mind, after using the guides provided, how much music you'll need to cover your entire project.

If you've selected a photo montage transfer, your pictures will be edited to the music. Simply provide instructions as to which pictures go with what song.

Background music for film transfers is priced at \$15 per Master, regardless of the length of your transfer. With a photo montage package, it is included at no charge.

IMPORTANT TIP: A typical song provides enough music for 30-35 pictures or slides. If your music is too long, we'll fade it out as needed.

5. Choose Titles for Your Transfer.

This step is optional, but very popular, as you can use titles to tell who, what, where and when. Print out and fill in the attached title sheet to prepare your titles. Be sure to indicate where you would like your titles inserted –such as 'before reel #3' or 'after photo #67'. Titles should, as a general rule, be kept to 6 lines top to bottom with 16-24 characters per line. All titles, unless indicated otherwise, appear for 8-10 seconds each.

EXAMPLE: Joe and Martha Cross
Family Films
1960 to 1972

IMPORTANT TIP: A photo montage package includes 5 free titles for each 100 pictures/slides. All other titles are \$3 each. You can use your titles to "break up" your video into sections, years, or by family member.

6. Order Duplicate Copies.

This step is also optional, but allows you to inexpensively share your priceless moments with family members and friends. You may choose to order additional copies at the time of your initial transfer, or later on after you've had a chance to preview your order. In either case, all copies are made directly from your DVD Master.

All 8mm/Super8mm and 16mm film transfers come standard with a free DVD archival copy. All other copies are priced as follows:

DVD COPIES, 1-5 \$12.00 EACH 6-10 \$8.00 EACH 11+ PLEASE CALL
VHS COPIES, ANY AMOUNT \$10 EACH.

7. Provide special instructions for your project.

Let us know if you'd like a title to remain on the screen longer than normal, repeat or delete a section of film while transferring, or how you'd like us to label or package your DVD's --we'll do our best to accommodate you!

Note that certain requests that require additional editing may be subject to editing charges. If this occurs, we'll call you with an estimate prior to completion of the order.

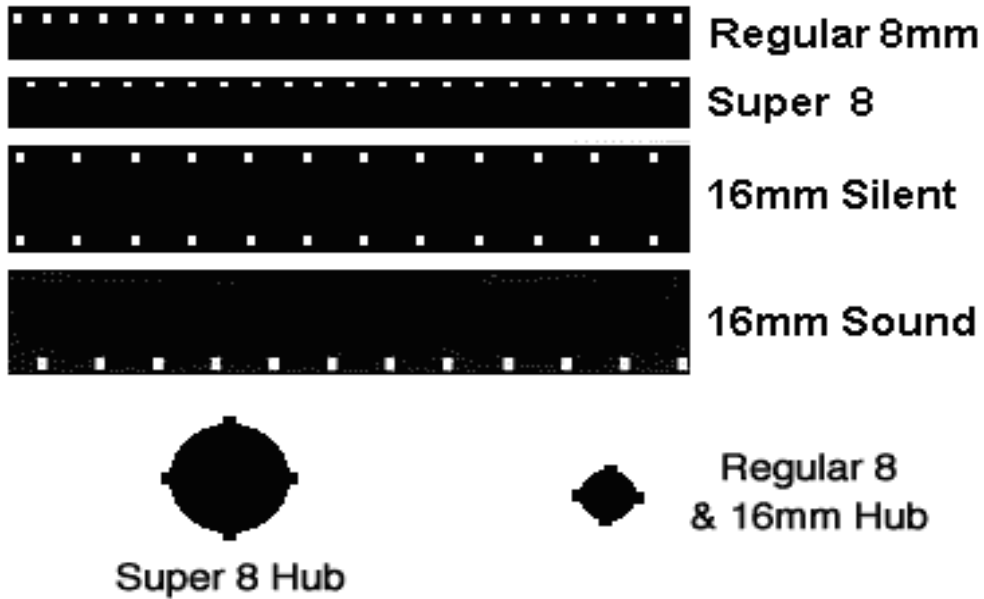
8. Estimate the cost of your project.

Now, simply add up each section of the order form, attaching all title sheets and special instructions. Your deposit (50% of the estimate total) can be included via check, or if you'd like us to call you for a credit card payment, please indicate on the order form.

Package your items carefully and ship to the mailing address provided. When we receive your order, we'll check your estimates, credit your deposit, and call you with a final balance due.

If you have questions at any time during the preparation of your order, please call us toll free at (800) 987-5491. We'll be happy to assist you!

FILM GUIDES



MASTER LENGTH GUIDE

TYPE OF PROJECT	DVD'S REQUIRED		
	1.	2.	3.
Regular 8mm	Up to 1,800 feet	1,800 – 3,600 feet	3,600 – 5,400 feet
Super 8mm	Up to 2,000 feet	2,000 – 4,000 feet	4,000 – 6,000 feet
16mm	Up to 4,000 feet	4,000 – 8,000 feet	8,000 – 12,000 feet
Slides/Photos	Up to 900	900-1,800	1,800 – 2,700

MAILING LABEL:

(print this page, cut where indicated, and use this label to ship your package.)

GREAT LAKES VIDEO SERVICES INC.
ATTN: Customer Service Dept.
1320 Front NW
Grand Rapids, MI 49504 U.S.A.

TITLE INSTRUCTION SHEET

CLIENT NAME	PAGE
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EXAMPLE:

**Happy Anniversary,
Mom and Dad!**

Insert before #_____

Insert before #_____

Insert before #_____

Insert before #_____

Insert before #_____