

**ORDER**

**FORM**

**-**

**INSTRUCTIONS**

Mailing an order to me, all you have to do is compile and number your Prints, and Jpegs, in the order you wish them viewed, and choose some music. Use the form below (page 2). Buy a 5B pencil if you need to physically write on the back of the photos, as when numbering on the variety of photographic papers, this will avoid impressions coming through and ink transference. Otherwise visit my home and you arrange them here.

I scan the prints, make any enhancements to improve their appearance, insert them into a movie file with added transitional effects and zooms, add the background music, burn the mpg movie file onto a region free DVD, design a cover page, and archive your photos onto a data disc.

**Hint:** If you are providing photo files direct from your computer (jpegs), then please ensure you send the largest versions of them.

Photos from Facebook are not good or big enough. Photos over 200kb will avoid pixalising. Supply digital photos on a USB memory stick. Don't scan them, I will do that.

**Hint:** 9 seconds per photo is not long when you consider I need at least 3 seconds to fade in the photo, and leave up to 6 seconds to view it. Allow for a minute of music for every 6 photos; so more than one track may be required, and this will give the 10 second exposures needed to fade-in, Zoom in, Pan, and fade-out.

**The Procedure:**

1. Contact me first via email regarding any questions you might have about the process or what you need to provide.
2. Forward the photos and the music to me; allow at least two weeks for completion, and then I will forward my account details for depositing into a Westpac account.
3. Once the payment has been confirmed, your originals, plus the DVD package will be sent via a track and trace system using a Courier. A Master Copy will be held on file for all future orders of duplicate sets.

Send to...

Photographic Tributes Limited,  
31 Jellicoe Street,  
Waipukurau 4200,  
New Zealand.

Tel: 06 – 858 9224.

[phototribltd@gmail.com](mailto:phototribltd@gmail.com)

Directors: Bryan & Kathy Fletcher.

# ORDER FORM - DETAILS

If you are submitting photos, please print off this form for enclosure.

TV Title page & Case Cover Title: \_\_\_\_\_ Original + \_\_\_\_ copies  
(e.g. This is Your Life!, Happy 21st!, Memories of..., My story so far..., Name only etc...)

Dates if required: (e.g. Birth date) \_\_\_\_\_ Birth Place \_\_\_\_\_

Type of Occasion: \_\_\_\_\_ Returned by: \_\_\_\_\_

Contact's Name: \_\_\_\_\_ HmTel: \_\_\_\_\_ Mob: \_\_\_\_\_

Delivery Address: \_\_\_\_\_ Quantity Of Photos provided: \_\_\_\_\_  
*Please insure they are numbered and loose!*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Post Code: \_\_\_\_\_

email: \_\_\_\_\_  
(for use only during the production if needed)

**Cost:** Quantities  $\leq 40$  = \$210.  
\_\_\_\_\_ extra photos @ \$3.00 = \$ \_\_\_\_\_  
+ \_\_\_\_\_ extra copies @ \$40.00 = \$ \_\_\_\_\_  
+ Courier = \$ 9.00  
Total = \$ \_\_\_\_\_ due on Completion.

A Copyright © fee is included in the above costs which covers the use of legally purchased music from a CD or iTunes

Our License prohibits the use of music procured by any other means – we are copyright compliant. If you do not have the music, we can provide or purchase it online at no extra cost.

Music & Artist: As Below:

- 1) \_\_\_\_\_ Supplied by You? \_\_\_\_\_
- 2) \_\_\_\_\_ Supplied by You? \_\_\_\_\_
- 3) \_\_\_\_\_ Supplied by You? \_\_\_\_\_
- 4) \_\_\_\_\_ Supplied by You? \_\_\_\_\_
- 5) \_\_\_\_\_ Supplied by You? \_\_\_\_\_

Notes & Suggestions:

Photo for Cover # \_\_\_\_\_

## Duration Chart

	Mins																										
	Coloured areas indicate exposures that "may" be too Fast or Long.																										
Qty	3 min	3.5	4 min	4.5	5 min	5.5	6 min	6.5	7 min	7.5	8 min	8.5	9 min	9.5	10 min	10.5	11 min	11.5	12 min	12.5	13 min	13.5	14 min	Qty			
25	7.2	8.4	9.6	10.8	12										▲									25			
30		7	8	9	10	11	12																		30		
35			6.8	7.7	8.5	9.5	10.3	11	12																35		
40					7.5	8.25	9	9.75	10.5	11.3	12														40		
45						7.3	8	8.7	9.4	10	10.7	11.3													45		
50							7	7.8	8.5	9	9.6	10.2	11	11.4											50		
55									7.7	8	8.75	9.25	10	10.3	11	11.5									55		
60	e.g.								7.5	8	8.5	9	9.5	10	10.5	11	11.5								60		
65											7.8	8.3	8.75	9.25	9.7	10	10.6	11							65		
70	<b>EXPOSURE IN SECONDS PER PHOTO.</b>												7.7	8	8.5	9	9.5	9.8	10.3	10.7	11				70		
75														8	8.4	8.8	9.2	9.6	10	10.4	10.8				75		
80	<b>AIM FOR THE WHITE SQUARES.</b>															7.8	8	8.6	9	9.4	9.75	10.1	10.5			80	
85																7.75	8	8.5	8.9	9.1	9.5	10			85		
90	<b>9 TO 10 SECONDS IS A GOOD AVERAGE.</b>																		7.6	8	8.4	8.7	9	9.3			90
95																			7.9	8.2	8.5	8.9			95		
100																					7.8	8.1	8.4		100		

Basically, look along the line that has your quantity of photos (Qty) until you get to a white square between 9 and 10 seconds.

The top of that column will show you how much music is required to achieve the duration of your tribute.

e.g. 60 photos need 9 - 10 minutes of music to achieve a 9 - 10 second exposure.

Any White space is good for optimum music duration.

E.g. 3.5 sec to Fade-in, 5.5 secs to view.