

## JOB ORDER SHEET

Please enclose a separate job order sheet for each tape you send and ship to address below.

### Cisco Studios – Media Transfer

2643 Cisco Drive South  
Lake Havasu City, AZ. 86403  
[mediatransfers@ciscostudios.com](mailto:mediatransfers@ciscostudios.com)  
Toll-Free 1-888-454-0311

Company Name \_\_\_\_\_ Date: \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Phone # \_\_\_\_\_

Contact Name \_\_\_\_\_ Email \_\_\_\_\_

When ready, Ship To:

Company Name \_\_\_\_\_ Attn: \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Phone # \_\_\_\_\_

Tape Format: (Betacam SP, DVCPRO, etc.) \_\_\_\_\_

Tape Name (From label) \_\_\_\_\_

Send as uncompressed .mov \_\_\_\_\_ .avi \_\_\_\_\_

We initially transfer all video as a 10 bit uncompressed file in either a .mov or an .avi wrapper.  
Please indicate on the lines below any additional instructions or services, for example, capture closed captions as .scc file, or transcode to ProRes 422. We strive to deliver exactly what you want. Please contact us with any questions about any additional services you may require. There is a small charge for these additional services.

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### Important! Please read before signing

After we receive your tape, if we discover that the tape has any physical defects, for example, sticky syndrome or crinkles, we will return the tape to you so that you may send it out for restoration. We will not take a chance on further damaging your tape or our VTRs and/or players by attempting to do a transfer.

We constantly maintain our machines; however, Professionals know that tape media and the VTRs and/or players that play them can sometimes behave erratically, ultimately damaging the media.

It is for this reason we can not be held responsible if your tape is damaged while attempting a transfer.

Sign \_\_\_\_\_ Date: \_\_\_\_\_