

Green Tree Audio Video Company
117 South Douglas Street
Saint Jacob, IL 62281-1941 USA

.....cut here

1. PRINT THIS PAGE. Cut out Address Label above and tape it to your package, enclose below in the box.

Seal media in plastic bag(s). Use two inches of padding on all six sides in a corrugated box. Pack non-standard containers inside a standard corrugated box. (Unusual packaging 'stands out' for those with ill intentions.) Save money - ship by (slow) US Postal MEDIA mail (no thumb drives or hard drives), Postal Standard, Postal Priority mail, FedEx, UPS, or DHL - all have tracking (save your tracking number).

2. YOUR contact info. Attach a Return Address Sticker (preferred):

Return Address Sticker here	Name
	Address
	City, State, Zip
Phone: EMAIL:	

3. NUMBER YOUR MEDIA in the order you want them to be named / play.

4. What are we providing?

Quantity	Transfer TO? (don't know - ask us)	Transfer File Format (don't know - ask us)
	Video Files: Web Download, USB Thumb Drive, or USB Hard Drive	H264.mp4, h264.mov, DV.avi, OTHER:
	DVD video (standard playable mp2 file format)	
		Many other file formats available.
	Audio Files: Web Download, USB Thumb Drive, or USB Hard Drive	Mp3, wav, aiff, OTHER:
	CD audio (standard playable CDAudio file format)	

The First CD/DVD/ Download/ Flash drive set is always included. Indicating '2' above requests 1 extra duplicate.
 Is it Ok to combine short tapes onto the same CD/DVD (will have a menu to jump to each tape) Yes___ - No___

5. SUGGEST A TITLE for CD/DVD labeling. (Often: last name + "Home Movies (film)" or "Family Videos (tapes)"
 (We provide basic titling if nothing listed; i.e. 'tape 1', 'tape 2', etc). Continued on back as needed _____

5. PAYMENT

Credit Card/PayPal billed after recorded _____.	Check Enclosed \$ _____.	Send check later _____.
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We accept personal checks, bank checks, and postal money orders. All major credit cards accepted through our PayPal billing site (you do not need to be a member); we normally initiate a bill after materials are recorded.

6. WE WILL CONFIRM RECEIPT of your materials and verify the cost before we start.

Greentree Audio Video, 117 South Douglas Street, St. Jacob IL 62281-1941
 email: GreentreeAV@gmail.com 618.644.4020 website: GreentreeAV.com