

1. Cut out the SHIPPING LABEL BELOW and tape to your package.

Seal media in ziplock bag(s),

pack with at least two inches of padding on all six sides in a corrugated box.

Save money - ship by MEDIA mail, add Insurance or Delivery Confirmation if desired (3 to 6 days).

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

2. Your CONTACT INFO. (make it easy - attach a small return address sticker)

	Fill out the following information
Name Address City, State, Zip code	
E-mail Address	
Phone Number	

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

4. SUGGEST A TITLE for labeling.

(Often: last name + "Home Movies" or "Family Videos")

a.	How many CD/DVD? ____
b.	How many CD/DVD? ____

First CD/DVD/set are always included

(indicating "2" above requests the original and 1 extra).

Ok to combine on disks as fit (will have a menu to jump to each tape) ____ Yes/ No____

5. PAYMENT

Check Enclosed \$_____.	Will Send check later _____.	Paypal _____
Standard Shipping \$4.50 (postal media mail USA only, others request a quote).		

We accept personal checks, bank checks, postal money orders. We accept all major credit cards through paypal (you do not need to be a member); we initiate a bill after your materials are recorded.

Greentree Audio Video, 117 South Douglas Stret, St. Jacob IL 62281-1941 618.644.4020

6. We will confirm receipt of your materials and confirm the cost estimate before we start.