

Order Date

1. ENTER YOUR BILLING ADDRESS (must match the information your credit card company has on file)

Name

Address

City State Zip Code

Email Phone Number

2. ENTER YOUR SHIPPING ADDRESS (check if same as above)

Name

Address

City State Zip Code

Email Phone Number

3. HOW MANY ROLLS OF MICROFILM ARE YOU SENDING?

4. WHAT TYPE OF IMAGE FILES DO YOU WANT? PDF JPEG

5. DO YOU WANT OPTICAL CHARACTER RECOGNITION? (PDF only) Yes No

6. SELECT A FILE OPTION (PDF only)

All small orders are scanned at 300dpi / 256 color grayscale and output in your choice of PDF or JPEG files on USB flash drive (included for orders up to 10 rolls). Orders over 10 rolls require purchase of a 128 GB USB flash drive from us. Return shipping is via FedEx Ground. Contact us for other image formats / resolutions, orders over 50 rolls, duplex / ThinPak film, rolls over 100', or for expedited orders. This order form is for 16mm / 35mm microfilm rolls ONLY — no microfiche or aperture cards!

7. ENTER YOUR PAYMENT INFORMATION Payment Method

Credit Card Number Expiration Date

Your Order	
Scanning	
OCR	
Media	
Subtotal	_____
Shipping	_____
TOTAL	=====



8. PRINT THIS FORM

9. SIGN THIS FORM

I have read and agree to all terms and conditions of sale of Creekside Digital as presented here and in the Terms and Conditions of Sale Agreement found on Page 2 of this form. I understand that Creekside Digital does not issue refunds. I hereby authorize Creekside Digital to charge my credit card for the above amount.

Signed By _____

Date _____

10. MAIL THIS FORM WITH YOUR MICROFILM TO CREEKSIDE DIGITAL

Send your microfilm and this form to: Creekside Digital | Attention: Small Orders | 5200 Glen Arm Road Suite Q | Glen Arm, MD 21057

Questions? Call Creekside Digital at (443) 213-0335 or email us at info@creeksidedigital.com

5200 Glen Arm Road Suite Q | Glen Arm, MD 21057 | (443) 213-0335 | FAX (443) 290-7172

Terms and Conditions of Sale — Agreement

Quotations: Published prices obtained from Creekside Digital are subject to change without notice and selling prices will be adjusted to reflect current Creekside Digital selling prices. Written quotations will be honored for 30 days after the date of the quotation.

Refunds: Creekside Digital does not issue refunds. Please refer to our warranty section.

Returns for Credit: Because each order produced is a custom job no order may be returned for credit under any circumstances.

Limitation of Liability: Creekside Digital will have no liability to the customer or any other party for any loss or damage (whether direct, indirect, or consequential) which may arise from the provision of services; and the customer agrees to indemnify Creekside Digital for any such loss or damage.

Warranty: Creekside Digital at its sole option will rescan any order that contains image problems due to the scanning process ONLY. Creekside Digital is NOT responsible for illegible, blurry, dark / overexposed images, OCR accuracy or lack thereof, or any issues which are caused by the condition of the original source microfilm. Claims for defective orders must be made by the customer in writing within (10) days after delivery. The customer must receive a written authorization to return a defective order in advance of return. Defective orders must be returned within (30) days after delivery. Creekside Digital's sole liability shall be limited to the rescanning of any defective order and in no case shall include special or consequential damages including customer expenses, profits or profits lost.

Production Schedule and Turnaround Time: Delivery schedules, turnaround times and other similar items used by Creekside Digital merely reflect the average completion time of similar orders and will be affected by film length and condition, special customer requirements, workloads, holidays or equipment breakdowns. It is not contractual unless agreed in writing.

Payment Terms: For orders using this form, Creekside Digital requires payment by major credit card in full at the time the order is placed.

Indemnification: The customer affirms ownership or publication rights to all microfilm submitted for digitization, or affirms that their right to digitize all microfilm submitted to Creekside Digital falls under the doctrine of Fair Use, and agrees to indemnify and hold harmless Creekside Digital from any and all loss, cost, expense and damages on account of any and all matter of claims, demands, actions and proceeding that may be instituted against Creekside Digital on grounds that said digitization violates any copyright or any proprietary right of any person, or that it contains any material that is libelous or scandalous, or invades any person's right to privacy or any other personal right. The customer agrees to, at the customer's own expense, promptly defend and continue the defense of such claim, demand, action or proceeding that may be brought against Creekside Digital provided that Creekside Digital shall promptly notify with respect thereto.

Shipping and Handling: All shipping and handling charges are in addition to the selling price of the job. The customer shall accept all risk of loss during shipment to and from Creekside Digital's facilities.

Current Flat-Rate Pricing for Small Orders

# of Rolls	Price / Roll
1 — 10	\$60
11 — 20	\$55
21 — 50	\$50

OCR is an additional \$10 / roll.

Shipping & Handling via FedEx Ground

# of Rolls	S & H Charge
1 — 10	\$15
11 — 20	\$20
21 — 50	\$25

Orders over 10 rolls require the purchase of a 128 GB USB flash drive from Creekside Digital for an additional \$25 (automatically added to your order if necessary).