



### **Jazz It-Up Productions**

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## **VIDEO MONTAGE INSTRUCTIONS**

Here are some instructions to make the production of your video montage on DVD go smoothly.

- 1) Mail us the pictures in a rigid envelope only. We want to make sure that your pictures are safe through the mail system. Please mail your photos to the following:  
Jazz It-Up Productions  
Attention: Video Montage Department  
15532 SW Pacific Hwy C-1B #317  
Tigard, OR. 97224
- 2) Please allow at least 10 – 30 days for completion of the project. If we are presenting the DVD at an event for you we will have it completed for that date.
- 3) There are a couple of ways to get us your pictures 1: JPEG File format on a disc or 2: The actual pictures that we will scan in. If you send us the actual pictures, at the end of the project we will also give you a file disc with you scanned pictures on it so that you can view them from your computer or print the pictures your self.
- 4) DVD copies can be made up to 10 days prior to completion. Copies are \$2.50 per DVD.
- 5) For correct placement of the photos in the DVD we suggest you either carefully mark the back of each picture or name the file as a number for the order that you want it in the DVD. Using sticky notes for the numbering of each picture is also a popular idea.
- 6) We have found that 30 - 80 pictures at a transition rate of about 1 picture every 5 - 6 seconds works best. More than 90 pictures will have an additional charge of \$25.00 per every additional 30 pictures.
- 7) Upon request only, one proof copy can be sent to your e-mail address (included). Additional proofs will cost \$10.00 per proof.
- 8) Please let us know what music you want for your DVD. You must own the media of the song that we are putting on your DVD. Please let us know what songs you want listed in the order that you want them in. A good rule of thumb is to figure on one song every 50 pictures or so. Its better to give us a song or two more than we will need.
- 9) Video Montage DVD backup copies come with no sleeve or case. We don't provide this because often time's customers like to wrap them up as a gift or put them in colorful cases that might match the colors of the event.