



Master Order Form

Company _____

Contact _____ Date _____

E-mail _____ Phone _____ Fax _____

Project Title _____ Type of Project _____ Date Needed _____

Master Format _____ Drop/Non-Drop Frame _____ Special Instructions _____

To expedite your order please refer to enclosed **Shot List** and fill out this order form **completely**. Thank you.

List Hour:Minute:Second - Do Not List Frames

Shot Description	VC#	VM#/V#	Start-Time	Stop-Time	Secs.
<i>EXAMPLE: 747 Jet Lands at Heathrow</i>		<i>V-0090c</i>	<i>09:27:33</i>	<i>09:27:39</i>	<i>6</i>
			: :	: :	
			: :	: :	
			: :	: :	
			: :	: :	
			: :	: :	
			: :	: :	
			: :	: :	
			: :	: :	
			: :	: :	
			: :	: :	

Total number of seconds for documentaries, others list number of shots

Rights and Usage Required

Name, Address, E-mail, Phone and Fax # of the Person Signing the Contract (if different)

Company Billing Information (if different)