



# Affordable Archives

## Project Submission Form

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Type of Media Submitted: \_\_\_\_\_

Transfer To:  USB Flash Drive  CD  DVD  Digital Delivery  
 Individual DVDs (One Per Tape)  
 Compilation (If Possible)

Requested Date of Completion: \_\_\_\_\_

### NOTES:

The undersigned hereby confirms that all media and its content submitted to Affordable Archives is my personal property and I authorize Affordable Archives to digitize, copy, scan or otherwise duplicate it or I have express written permission from the owner of the media and its contents to digitize, copy, scan or otherwise duplicate it. I acknowledge and agree that Affordable Archives and its agents shall be held harmless and have no liability arising from unauthorized use of media submitted to Affordable Archives submitted by me. I further acknowledge and agree that Affordable Archives shall NOT be liable for damage, loss or delay to any media during the requested service and no replacement or compensation will be due to me. I further acknowledge that it is my sole responsibility to transport, store, back up and use the products that I receive from Affordable Archives in the correct manner and that NO replacement of products purchased will be available after 90 days from date of invoice payment.

The undersigned hereby warrants that all material being submitted to Affordable Archives is not protected by copyright owned by another or that if the material is protected by copyright owned by another that the undersigned has written permission of the copyright owner to have Affordable Archives digitize, copy, scan or otherwise duplicate the material. The undersigned will hold Affordable Archives and its agents harmless and be responsible for any judgements, costs, legal fees or other expenses that might arise by any reason of any infringement of copyright related to this work order.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_