

Media Check-In Form

Two Squares, Inc MN
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Brooklyn Park, MN 55428
763-400-4510
www.twosquares.com



Customer Information

Name: _____ Phone: _____
Address: _____ Email: _____
City/State/Zip: _____

Itemized Products/Services Purchased

Name (list each piece of media)	Media Type	Convert To	# Copies

Check if continued on back ____

VHS: Remove TV recordings around home video? Yes No

Audio tapes/Records: Manually break into tracks? Yes No

Slide scan resolution: Standard Quality 1800 dpi High Quality: 1800 dpi 3600dpi 6400 dpi

Slides: Make a slide show DVD that works in my DVD movie player: Yes No

Deadline: _____ (please call for availability)

Special Instructions:

How did you hear about us? Google Bing Yahoo Other: _____

Customer Acknowledgment

Customer has provided or will provide Two Squares, Inc. ("TSI") certain forms of data storage media (including but not limited to records, cassettes (including audio or video), cartridges, discs or disks, albums or pictures, or reels) that store information, data and/or recordings (the "Old Media") for the purpose of converting that information, data and/or recording onto another media form (the "New Media", and together with the Old Media, the "Media"). Customer acknowledges that the information, data and recordings stored on the Old Media may be or have been damaged, delayed, corrupted, lost or destroyed. TSI's duty of care (as may be imposed by law) with respect to the Old Media (including the information or data therein) in its possession shall be deemed fulfilled if TSI exercises reasonable care in physically safekeeping such Old Media. Customer represents, warrants, and covenants that (i) it owns or has rights to use the Media, including the right to duplicate the Media; (ii) the Media does not, and will not, violate the right of privacy of any persons or parties or contain libelous or other unlawful or illegal matter; and (iii) the Media itself, and the conversion of the Media, does not and will not infringe upon the copyright, proprietary rights, or any other rights of any person or party. Customer, on behalf of itself, its agents, successors, and assigns, hereby releases and agrees to indemnify and hold harmless TSI (and its agents, employees, and owners) against (i) any damage to or delay, corruption, loss or destruction of the Media or information, data and/or recordings stored on the Media for any reason whatsoever other than as a result of TSI's gross negligence or willful misconduct; (ii) any breach of Customer's agreements herein, and (iii) any and all third party claims and liabilities (including, without limitation, reasonable attorneys' fees and costs), regardless of the form of action, alleged or otherwise, arising out of or in connection with a claim that the Media, when used within the scope of this agreement, infringes, violates or misappropriates a valid third party patent, copyright or other proprietary right. Notwithstanding the above, (i) if there shall at any time be or arise any liability on the part of TSI to any person or entity, including but not limited to Customer, relating to the services provided by TSI for Customer, Customer expressly agrees that, to the maximum extent permitted by applicable law, the total cumulative aggregate liability of TSI shall not exceed the aggregate of all amounts paid to TSI by Customer relating to the Media during the year preceding the damage, any excess of which will be the responsibility of Customer; and (ii) in no event shall TSI be liable for incidental, indirect, special, exemplary, punitive, consequential or other similar damages. Customer acknowledges, on behalf of itself and its Affiliates, that the New Media is provided "AS IS" without warranty of any kind. TSI expressly disclaims any warranty of any kind with respect to the New Media, including without limitation the implied warranties of fitness for a particular purpose and/or merchantability. TSI shall have no obligation to deliver or return the Old Media or the New Media to the Customer until TSI has been paid in full.

Signature: _____

Date: _____

Upon arrival, one of our technicians will call to confirm receipt and to clarify details about the job. When the job is finished, we will call for a credit card payment and ship the media back to you. **Do not send cash or a check.**