



**Canaan Media LLC**  
**3461 US Highway 22, Suite E3**  
**Branchburg, NJ 08876**  
**U.S.A.**

**Tel. (908)218-7929**  
**Email: info@canaanmedia.com**

## Form Instructions

1. Use this form as the formal order form. There is NO hidden charge. This order form is still in the trial period, Canaan Media reserves the right to correct any errors caused by it.
2. We will issue you a formal invoice after the job is complete.
3. If you have any questions call us at **(908) 218-7929**.
4. Please print 2 copies. Keep one for your own record, sign the other one and send it with your order.
5. If possible, number your original media materials from 1 to X and we'll follow that order.
6. Ship us your package 2-3 days air w/ tracking (UPS, FedEx, USPS Priority)
7. Our average turnaround is 5-10 days, RUSH 2-3 days.
8. We will ship your new media & original media materials by USPS Priority Mail, the tracking number will be sent to you via email.
9. We keep digital backup for 30 days after shipment for safety sake.
10. **Mail your original media materials and the signed order form to us, you can pay to us after the job is complete**

Please fill your ship and contact information here **CLEARLY**:

Your Name:

Address 1:

Address 2:

City, State, Zip:

Email:

Day Phone Number:  --  -

Night Phone Number:  --  -

Cell Phone Number:  --  -

**Limitation of Liability:** By completing and submitting this order form the customer acknowledges that all material submitted for transfer is not in violation of any copyright laws. Customer will indemnify and hold Canaan Media in respect to any claim of violation of such laws. All copyrighted material must be accompanied with a written release form. Customer agrees that liability for damage or loss to any material submitted for digitizing will be limited to the cost (up to maximum value of \$100.00 per order) of replacing such tape, or other material with blank tape or unused material.

Customer Signature: \_\_\_\_\_

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

## Shipping Labels

*Please cut and use for your shipping*

To: Canaan Media  
3461 US Highway 22  
STE E3  
Branchburg, NJ 08876

To: Canaan Media  
3461 US Highway 22  
STE E3  
Branchburg, NJ 08876

**Return Label** (we will use for return shipping)

*Please fill out this return label and include it with your order.*

From: Canaan Media, 3461 US Highway 22, STE E3, Branchburg , NJ 08876

**To:**

Order Description and Special Instructions:

Tel.: (908)218-7929

*www.CanaanMedia.com*