



CyberTech Media Group
26W482 Blair
Winfield, IL 60190

(800) 707-8511 or (630) 690-7611

www.cybertechmedia.com

Email: media@cybertechmedia.com

FREE overnight delivery makes us convenient to use*



Video Encoding Order Form

Use this form to send us your video(s). Please make your selections for the formats and speeds you want your video encoded into. We can encode your video into all of the most popular formats for streaming over the Internet or your own corporate Intranet as well as high resolution AVI, QuickTime or MPEG-1 formats for CD-ROM based presentations on your PC or Mac.

Section 1 – Customer information

Name _____

Company _____

Address _____

City _____ State or Province _____

Zip/Postal code _____ Country _____

Phone _____ Email _____

Web site URL _____

Section 2 – Format selection when video is to be encoded for PC, Mac or CD-ROM based presentations (Streaming video formats are selected in section 4 on the next page.)

If your video is to be used on a PC, Mac or CD-ROM based presentation as opposed to streaming over the Internet, please make your selection below for the single or multiple formats you'd like your video encoded into.

AVI _____ **Flash FLV** _____ **QuickTime 5** _____ **MPEG-1** _____
 (Using Sorenson 3 codec)

Your video will be encoded at 320 X 240 for AVI, QuickTime, and MPEG-1 unless you have a different size preference. Full screen encoding at 640 X 480 for AVI & QuickTime is also available, but caution should be used as very fast processor speeds are required and the file sizes will be 4 times that of their standard-sized counterparts. Please call us for a quote if you have a need for full-screen encoding.

Section 3 – Title, copyright and metadata information for streaming video files

If your video is to be encoded for use over the Internet, please provide the following information for each video clip. This information will not appear as part of the video, but rather is encoded into the actual file. It will appear as optional information in the video player and is also used by search engines to index your video clip(s) in much the same way that your web pages themselves are indexed. Please attach an additional sheet with this same information for each video clip if you are submitting multiple video clips for encoding.

Title _____ **Copyright** _____

Metadata (description or keywords) _____

Section 4 – Streaming video or progressive download video format and speed selection

If we are encoding your video to be used on the Internet or a corporate Intranet, please make your selections for the formats and speed versions you'd like your video encoded into. Your selection of delivery speeds should be based on the connection speeds of the users who will be watching your video. Encoding your video using multiple speed versions allows those users connected at faster speeds to experience substantially higher quality video.

If you will be deploying a **QuickTime** video as a **progressive download** as opposed to **streaming**, you may select an encoding speed that exceeds the connection speed of the user. For example, you may choose to have your video encoded at 100 Kbits/sec for slow connections and at 300 Kbits/sec for fast connections. Progressive download deployment allows users to enjoy a higher quality video experience than standard streaming; however, it should only be used on video clips of approximately 1 minute or less in length because of the download times. Movie trailers and other very short video clips are often times deployed in QuickTime progressive download form.

For video clips under 10 minutes in length, our charges for encoding are \$99 for the first video clip for up to 5 minutes in length. The next 5 minutes is \$60. Each alternate speed version is only \$25 for each 5 minutes per video clip. If you are ordering multiple formats (i.e. – Real Video and Windows Media), the cost of the second format is \$40 for each 5 minutes for the first speed, and \$25 for each alternate speed version for each 5 minute increment. **Video clips over 10 minutes in length are discounted between 10% and 80% depending upon their length.**

Formats and delivery speeds being ordered (Place an "X" below)								
Encoding speed	21 Kbits/sec	37 Kbits/sec	80 Kbits/sec	100 Kbits/sec	150 Kbits/sec	250 Kbits/sec	300 Kbits/sec	500 Kbits/sec
Prospective users at this speed	28.8 modem users	56K modem users	ISDN and slow network connections		Fast corporate networks	Very fast corporate networks, DSL and cable modems		Fast cable modems
File size per minute of video	160,000 bytes	280,000 bytes	600,000 bytes	750,000 bytes	1,125,000 bytes	1,875,000 bytes	2,250,000 bytes	3,750,000 bytes
Real Video 8 ⁽¹⁾								
Windows Media 4 ⁽²⁾								
Windows Media 8 ⁽³⁾								
Windows Media 9 ⁽³⁾								
QuickTime 4 (Sorenson 2)								
QuickTime 5 (Sorenson 3)								
Flash FLV ⁽⁴⁾								

_____ Check here if you intend to stream your video from a video server rather than a web server, and want to have all of your different speed versions combined into a single adaptive rate or SureStream file. View our page at www.cybertechmedia.com/quality.html for additional information about this option. (Not recommended)

(1) If you are selecting Real Video, Real Video 8 will be used unless you have a specific need for an earlier or later version of Real Video and indicate your selection here: (Call if you have any questions.)

Real Video 6 (G2) _____ Real Video 7 _____ Real Video 9 _____ Real Video 10 _____

(2) Windows Media 4 is universally playable on legacy operating systems including Windows 95 and Windows NT

(3) Windows Media 8 & 9 video are not totally backward compatible with all operating systems and earlier players.

(4) Flash FLV format should only be ordered if you are proficient in DreamWeaver or Flash MX Professional 2004.

Section 5 – Price calculation for videos less than 10 minutes in length

Please complete the calculation table below for videos less than 10 minutes in length. If your video exceeds 10 minutes in length, or if you have numerous videos, they will be discounted between 10% and 80% depending upon their length. Please call us at 1-630-690-7611 or 1-800-707-8511 for a quote and enter the amount in section 6.

of video clips to be encoded _____ Length of each video clip _____

Item	Description and price	Amount
Primary format 1st delivery speed	\$99 for the 1st 5 minutes and \$60 for the second 5 minutes. Each additional video is \$60 for the 1 st five minutes and \$60 for the second five minutes.	\$
Primary format Alternate speeds	\$25 for each five minutes per video clip per alternate speed selected	\$
2nd format 1st delivery speed	\$40 for each five minutes per video clip (Complete only if you are ordering 2 formats – i.e. – Real Video & Windows Media)	\$
2nd format Alternate speeds	\$25 for each five minutes per video clip for each alternate speed selected (Complete only if you are ordering 2 formats – i.e. – Real Video & Windows Media)	\$
3rd format 1st delivery speed	\$40 for each five minutes per video clip (Complete only if you are ordering 3 formats – i.e. – Real Video, Windows Media & QuickTime)	\$
3rd format Alternate speeds	\$25 for each five minutes per video clip for each alternate speed selected (Complete only if you are ordering 3 formats – i.e. – Real Video, Windows Media & QuickTime)	\$
Editing	If you're requesting any special editing to be done, please call us for a specific quote on editing charges and enter the amount quoted here	\$
Tape formats other than VHS or S-VHS	If you're sending us your video in Umatic, Digi-Beta, Beta SP, Mini DV, Hi-8, DVC, PAL or Beta PAL format, there will be a slight additional charge. Please call or write in advance for a quote and enter the amount here.	\$
Delivery	Depending upon the size and of your project, we can either write your files to CD and return ship via USPS Priority Mail or FTP them to you. In either case, there is a \$25 charge. Orders over \$500 ship overnight at no additional charge.	\$25.00
International Orders	Please include an amount for the return shipping cost. International orders should be paid by credit card or by a money order or check drawn against a U.S. based branch bank.	\$
Sub-total	Total before discount if any	\$
Discounts	You may subtract 15% from your total order by agreeing to display our banner on each of your web pages that contain any of the videos we've encoded for you. Our banner will contain a hypertext link to our web site for the purpose of promoting our video encoding services. This discount is not available with any other discount we may offer. You may view our banner at: www.cybertechmedia.com/discount.html	\$
Total	Attach check or money order, or complete credit card information below	\$

Section 6 – Price calculation for large orders or videos over 10 minutes in length

Custom quote	If your video is over 10 minutes in length, or if you have numerous videos to be encoded, please call us at 1-630-690-7611 or 1-800-707-8511 for custom pricing and enter the amount we've quoted you here.	\$
---------------------	---	----

Section 7 – Credit card billing

Please charge our order to our credit card as follows:

_____ Visa _____ MasterCard _____ Amex _____ Discover/Novus

Account number _____ Expiration date _____

Authorized signature _____

Credit card account holder & billing address

If either your credit card account holder name or billing address is different than the name and shipping address you've furnished us with on page 1, please enter it here.

Account Name _____

Address _____

City _____ State or Province _____

Zip/Postal code _____ Country _____

Section 8 – Special instructions

If you have any other special instructions you'd like us to be aware of, please let us know here:

Section 9 – Upgrade protection policy

Real Video and Windows Media are constantly improving the quality of their products that results in higher quality audio and video. At some point in the future, you may want your videos re-encoded using newer technology that delivers higher quality results. To protect our customers from the high cost of having us re-encode their videos and to insure that our customers can always have the latest and greatest video quality available, we guarantee to re-encode your original videos using the latest technology available at 50% off of what you originally paid. This offer applies only to the original videos we encoded, using the same format and same speed selections and is good for five years from the date of your original order.

Section 10 – Thank you for your order!



We'd like to thank you for choosing us to encode your video(s). It is our policy to treat each video as if it was our very own, making sure that the audio and video quality is the best that it can be. Once we receive your video and payment, we will encode it into the formats you've ordered usually within 48 hours. We will then return your video(s) to you along with a CD containing your video file(s) and complete instructions for adding the correct HTML code to your web page if your order is for a streaming video or progressive download format. Flash FLV format does not include deployment instructions. Then all you need to do is simply edit your page to include the new code for your videos, and upload it and your video files to your Internet service provider. It's that simple!

* Overnight delivery is provided at no additional charge on orders over \$500.

© Copyright CyberTech Media (1/31/05) 