



24 Anderson Place  
Edinburgh  
EH6 5FR

0131 600 0131  
info@transfermagic.co.uk

## HOLD UP!

Before filling out this form, speak to us by **phone** or by **email** (details above) to discuss your order including transfer methods, costs & timescales.

# DISPATCH FORM

### HOW TO USE THIS FORM:

**YOUR DETAILS** - Please provide your name, address, email and phone number(s) in the boxes below.

**WHAT & HOW MANY** - Please provide an itinerary of all the items you are sending. Please be as accurate as possible with your quantities so we know what should have arrived.

**NEXT STEP** – Package your items carefully including this completed form. Cut off our address section below & attach it to the outside of your package.

**POP IT IN THE POST** – We recommended sending your precious items using a 'tracked & signed for' service such as Special Delivery. Please select a delivery for normal office hours Monday to Friday.

**WHAT HAPPENS NEXT?** - We will contact you when your package arrives to confirm safe delivery. If we haven't already spoken by phone or email we will discuss how you wish your items to be transferred.

Your Details		Please complete all fields using block capitals
Name	Email	
Address inc Post Code	Mobile Number	
	Home Number	

Cut out the below & attach to your package

<b>TO:</b>	<b>DON'T FORGET TO PAY FOR POSTAGE</b>
<b>Transfermagic 24 Anderson Place Edinburgh EH6 5FR</b>	
<b>FROM</b>	

# My Items

Please fill in all relevant boxes to the best of your ability. If in any doubt, please email or call us for assistance or refer to the FAQ section on our website.

Film				
Film Size	Quantities			
Reel Size	50ft	200ft	400ft	Other
8mm				
9.5mm				
16mm				

Video Tapes	
	Quantity
VHS	
VHSC	
Video8/Digital8/Hi8	
MiniDV/HDV	
Betamax	
MicroMV	

Photographic	
	Quantity
Standard Photo Prints	
Specialist Photo Prints	
Photo Albums	
35mm Mounted Slides	
35mm Slide Strip	
35mm Negative Strip	
Other Transparencies	

Audio	
	Quantity
Cassette (up to 60min)	
Cassette (up to 120min)	
DAT	
MiniDisc (MD)	
CD (Compact Disc)	
Micro/Mini Cassette	
1/4" Reel-to-Reel	

Digital	
	Quantity
SD Card	
DVD	
CD (Compact Disc)	
CF Card	
USB Stick	

Broadcast Tapes/Bulk Orders
<p>BetaSP, Digibeta, DVCAM, HDV, Umatic, other broadcast tapes or bulk orders of any type</p> <p>– email or call now for a bespoke quote!</p>