



ADVANCED MEDIA LLC



## PRESERVING YOUR MEMORIES

The process of preserving our memories and personal documented family history is more important than some may think. On a societal scale, it is a crucial part of our heritage and history. On the personal level, it is part of who we are.

We made it our goal assisting individuals all over the country in preserving their memories and ensuring that your friends and family would enjoy sharing your precious memories with you.



## SHIPPING INFORMATION

from the **ebay** site

### 1. Choose the Right Box

Use a box that is strong enough to protect the contents and large enough to leave space for adequate cushioning. Express Mail and Priority Mail boxes, envelopes, and tubes are available for free from your post office. You can also buy various sizes of boxes, as well as padded mailers, mailing tubes, and other packing materials at your local post office.

If you choose a previously-used box, make sure you remove or cross out any old shipping labels, and make sure the box is in good shape, with no weak spots or cracks. Old or new, make sure the box is made of heavy, corrugated cardboard. Thinner boxes, such as most shoe boxes or gift boxes are not strong enough for shipping.

### 2. Protect and Pack

Don't skimp on cushioning material. You can use shredded or crumpled newspaper, bubble wrap, or Styrofoam™ peanuts, or even plain air-popped popcorn. Pack items tightly to avoid shifting, and make sure the cushioning material covers all sides of the object.

If you're shipping several items together, wrap each one separately and provide enough cushioning to prevent movement.

Fragile items need extra protection:

- \* Hollow items - stuff with packing material to avoid damage due to shock. Cover handles or other protruding parts with extra padding and/or cardboard.

- \* Extremely fragile glass or ceramics - try double-boxing: pack the item as described, then place that box in a slightly larger box, with more cushioning material in between the boxes.

- \* Framed photographs or artwork - take the glass out of the frame and wrap it separately.

- \* Computer equipment, circuit boards and memory - pad well and pack in an Electro Static Discharge (ESD) bag to prevent damaging static buildup.

- \* Electronic items - remove batteries and wrap them separately.

For extra identification, place a return address label inside the package.

After packing, gently shake the box. If nothing moves, it's ready to be sealed.



### 3. Seal Carefully

A strong seal is essential, so always use tape that is designed for shipping, such as pressure-sensitive tape, nylon-reinforced kraft paper tape, or glass-reinforced pressure-sensitive tape. These items can be purchased at your local Post Office. We recommend you do not use wrapping paper, string, masking tape, or cellophane tape.

Make sure you seal the center seams at both the top and the bottom of the box securely. Cover all other seams with tape, and be sure not to leave any open areas which could snag on machinery.

If you plan to insure the package, leave an untaped area on the cardboard where your postal clerk can stamp "insured."

### 4. Address Correctly

To avoid confusion, put the delivery and return addresses only on one side of the package. Make sure you include the ZIP code and complete street address. Also include all these items in your own return address.

Do not put the shipping label over a seam or closure, or on top of sealing tape. To avoid ink smudges, you can place a strip of clear packing tape over the address areas.

Take packages that weigh at least 1 pound into the post office for mailing.

Please be sure to label our address correctly:

ADVANCED MEDIA, LLC

723 N. CAHUENGA BLVD

HOLLYWOOD, CA 90038



## QUESTIONS? CONCERNS?

We are here to help!

Please call us at **855 551 5857** or email us at:

[Info@AdvancedMediaLLC.com](mailto:Info@AdvancedMediaLLC.com)

**Thank you for choosing us!**



## INSTRUCTIONS

Please Print & Attach this Page

### 1. TRANSFER

Please choose your preferred archival media (choose all that apply)

☐

Play-able DVD

☐

Data DVD  
(Files)

☐

Drive

☐

USB Thumb Drive

☐

Cloud  
(Online / YouTube)

Other (please specify): \_\_\_\_\_

If you have film (8mm, 16mm, 35mm) or High-Definition content, would you like us to transfer to High-Definition Files or Blu-ray?

☐

High-Definition Video

☐

Blu-ray Disc  
(High-Definition)

☐

No, Thanks.  
I Prefer Standard-Def

Special Instructions (format, codec, type, PAL conversion): \_\_\_\_\_

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## INSTRUCTIONS

Please Print & Attach this Page

### 2. EDITING

Would you like us to make your memories more fun and entertaining?

☐

Edit a Highlight  
(Best Moments)

☐

Make it into Music Video

☐

Do Something Creative

Other (please specify): \_\_\_\_\_

### 3. COPIES

How many sets would you like of each DVD/CD/Drive? \_\_\_\_\_

### 4. LABELING

How would you like us to label your DVDs or CDs? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### 5. SHIPPING

How should we ship back to you?

☐

**FedEx**

☐☐

Special Instructions: \_\_\_\_\_



ADVANCED MEDIA LLC



## INSTRUCTIONS

Please Print & Attach this Page

### MY PERSONAL INFORMATION

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ UNIT: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ CELL: \_\_\_\_\_

EMAIL: \_\_\_\_\_

Best time and method to reach me is: \_\_\_\_\_

How did you hear about us? \_\_\_\_\_



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FROM: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SHIP TO: **ADVANCED MEDIA LLC**

723 N. CAHUENGA BLVD

HOLLYWOOD, CA 90038