



Digital Time Capsule Studios

Digital Time Capsule Studios — Work Order

Work Order #: DTCS-_____ Date: _____

Client Name: _____ Phone: _____

Email: _____ City/ZIP: _____

Pickup / Mail-In: _____

Project Summary:

Media Type	Qty / Box Size	Scan/Transfer Notes	Unit Rate	Est. Subtotal

Delivery Option: ☐ SSD ☐ Thumb Drive ☐ Encrypted Sync.com link

Special Instructions / Notes:



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Terms & Policies (summary):

- **No public drop-offs.**
- All projects proceed by scheduled pickup (Orange County) or secure mail-in.
- Any pickup fee (if applicable) is shown on your Work Order before scheduling.
- We photograph the box upon pickup/arrival for chain-of-custody.
- Carrier loss/damage is the carrier's responsibility (for mail-in shipments).
- Payment is due upon completion; files delivered after payment is received.
- Originals are returned after digitization; we do not perform chemical cleaning.
- By signing, you confirm you own or have permission to digitize these materials.

Client Approval:

Signature: _____ Date: _____