

Matrix assumes responsibility for media only after this form is completed

Contact Person:
Phone:
Email:
Media Type:
Quantity:
Project Description:
Format and Compression Preferences:
Special Treatment before digitization:
Deadline*:
Additional information:

Once the Digital Lab receives the media and this form is filled out, someone will contact you via email to confirm.

*Please keep in mind that the Digital Lab has many pending projects, but we will try our best to meet your deadline

Although we handle our media as careful as possible, there is a chance that older media or poorly preserved media runs the risk of being damaged. Please sign to agree that you and/or your organization will not hold the Digital Lab or Matrix responsible if such damages occur. Thank you for understanding.

Signature: _____