



Thank you for choosing to place your work with Cinelab Film & Digital.

Please select your options from the list below. **All fields in bold are mandatory.** Before any footage is sent to us, please complete & email this form to: enquiries@cinelab.co.uk

CLIENT DETAILS

Company: _____ **Contact Name:** _____

Contact Telephone: _____ **Email:** _____

Address: _____

INVOICING DETAILS

Company VAT Number: _____ Purchase Order: _____

Frame24 Process Paid Voucher: _____

Frame24 FTP Voucher: _____

Please complete the following if different to the information provided above

Company: _____ **Contact Name:** _____

Contact Telephone: _____ **Email:** _____

Address: _____

PRODUCTION DETAILS

Project Name: _____ **Date:** _____

Director: _____ **Producer:** _____

Cinematographer: _____

Project Type: (please select)

Archive Commercial Documentary Feature Film

Music Video TV/Episodic Creative Short

PROJECT REQUIREMENTS

Film Format: (Please select)

Note: We are unable to process B&W, Tri-X Reversal, Kodachrome or Fuji Expired Stock.

S8mm 16mm Super 16mm 35mm

Super 35mm 65mm

If 35mm: 2 Perf 3 Perf 4 Perf



PROJECT REQUIREMENTS CONTINUED

Camera Speed: 24 fps 25 fps Other (please specify) _____

Transfer Speed: 24 fps 25 fps Other (please specify) _____

Scan Resolution: 2K 4K* 6K* (*Additional charge)

All scans are supplied as native HDR 10 Bit LOG DPX files.
If 16 Bit* is required please select: (*Additional charge)

Transfer Aspect Ratio - All scans are supplied Full Frame
Please state if cropping or blanking to a specific aspect ratio is required: _____

OPTIONAL SERVICES: Grade for Editorial: Sound Sync:

Note: If you would like your files to be graded for editorial please tick the box and we will be in contact about options.

DELIVERY

Deliverable Files:

Note: All files are deleted from our systems after 7 days (unless otherwise requested). Only one file type is included, additional file types incur an additional charge.

- ProRes 422 Proxy ProRes 422 HQ ProRes 422 ProRes 4444
- DPX DNxHD H.264
- Other (please specify) _____

Delivery Format:

Note: File delivery costs apply to the below. Hard drive costs available upon request

- Client Supplied Drive Cinelab Supplied Drive File Upload

FILM/PHYSICAL ASSET STORAGE

Will all materials, incl. film be collected at the end of the project?* Yes No

If No, should we provide costs for long-term storage? Yes No

TERMS & CONDITIONS

Note: Completing this Project Scanning Checklist forms part of our standard Terms & Conditions which can be found on our website, [here](#). Please be aware that our T&Cs may be subject to change at any time.

