

# PROJECT AND SCANNING CHECKLIST



Please select your scanning and file deliverable requirements from the list below.  
Please then email this completed form before any film is sent to us.  
Email to: [enquiries@cinelab.london](mailto:enquiries@cinelab.london)

For further assistance please see:



[Short Form Service Guide](#)



[Glossary](#)

## CLIENT DETAILS

Company: \_\_\_\_\_

Project Contact (Full Name): \_\_\_\_\_

Cinematographer: \_\_\_\_\_

Director: \_\_\_\_\_

## PROJECT DETAILS

Project Title: \_\_\_\_\_

Project Type: (Please select)

- |                                       |                                      |                                     |                                      |
|---------------------------------------|--------------------------------------|-------------------------------------|--------------------------------------|
| <input type="checkbox"/> Archive      | <input type="checkbox"/> Artist      | <input type="checkbox"/> Commercial | <input type="checkbox"/> Documentary |
| <input type="checkbox"/> Feature Film | <input type="checkbox"/> Music Video | <input type="checkbox"/> TV Drama   | <input type="checkbox"/> Short Film  |

Film Format: (Please select) Note: We are unable to process B&W, Tri-X Reversal or Kodachrome

- |                               |  |  |                               |
|-------------------------------|--|--|-------------------------------|
| <input type="checkbox"/> 8mm  | <input type="checkbox"/> Standard 16mm | <input type="checkbox"/> Standard 35mm | <input type="checkbox"/> 65mm |
| <input type="checkbox"/> S8mm | <input type="checkbox"/> Super 16mm    | <input type="checkbox"/> Super 35mm    |                               |

If 35mm:  2 Perf  3 Perf  4 Perf

Camera Speed:  18 fps  24 fps  25 fps

Transfer Speed:  18 fps  24 fps  25 fps

Transfer Aspect Ratio: All scans are supplied Open Gate

Scanner Required?:  Spirit  Scanity HDR  Arri

Over Scan: Scans over 10% of adjacent frames (Scanity Only)  Over Scan?

Scan Resolution: (All scans are supplied as 10 Bit Log DPX files)

- |                             |                             |                             |                             |
|-----------------------------|-----------------------------|-----------------------------|-----------------------------|
| <input type="checkbox"/> HD | <input type="checkbox"/> 2K | <input type="checkbox"/> 4K | <input type="checkbox"/> 6K |
|-----------------------------|-----------------------------|-----------------------------|-----------------------------|

## OPTIONAL SERVICES

Optional Services: If answering Yes, please be aware these services are charged in addition to the Short Form Processing & Scanning Ratecard.

**Best Light Grade for Editorial:** (Fully graded deliverable files)  Yes

**Technical Grade for Editorial:** (Fully graded non-clipping files)  Yes

**Sync Sound:**  Yes

**Bit Depth** (Note: All scans are supplied as 10 Bit Log DPX files unless otherwise requested)

**Supply 16 Bit?:**  Yes

Hard Drives and Electronic Delivery - See Below

## DELIVERY

### Deliverable Files:

Please note: All files are kept for a maximum of 7 days and then deleted unless we are instructed otherwise.

Prores 422 Proxy  Prores 422 LT  Prores 422 HQ  Prores 422

Prores 444  DPX  DNxHD  QT

MXF  OTHER \_\_\_\_\_

**Delivery Format:** (Please select)

Client Supplied Drive  Cinelab London Supplied Drive  Electronic Delivery

## 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

Contact Name Responsible for collection: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Please note:** All project materials, including film must be collected/returned within 30 days from invoice date. If Project/Materials are not collected within 30 days from invoice date, an automatic fee of £5 per item, per month shall be invoiced to the company invoiced for the project.

## TERMS & CONDITIONS

Cinelab London Standard Terms & Conditions can be found on our website:



[Cinelab London Standard Terms & Conditions](#)

By completing this Project & Scanning Checklist it forms part of our standard Terms and Conditions. Our Terms & Conditions may be subject to change at any time.