



Dig Media
HOST, MediaCityUK
Salford
M50 2ST
www.dig.media

Point of Contact:

Address:

Email:

Phone Number:

Costs

The following costs are an initial indication only. A full quotation will be provided based on the information supplied in this form and (where required) following a preliminary technical assessment. All digitisation costs include preservation-grade inspection, condition assessment, and initial cleaning where required, carried out by trained technicians using archival appropriate methods.

The costs below do not include postage and packaging (please see the sections *Sending Your Tapes* and *Return of Digitised Tapes* for further information). All materials are handled, tracked, and stored in accordance with archival best practice throughout transit and processing.

For submissions of more than 15 tapes, an administration fee will apply. This reflects the additional requirements for intake documentation, asset tracking, metadata creation, and quality control workflows. Any applicable fees will be clearly itemised in the final quote.

For UMATIC, Betacam, and DV Cam formats, two quotes may be provided depending on tape age, condition, and other technical factors. These formats often require specialist playback equipment, format-specific alignment, and enhanced quality control procedures. Certain issues cannot be identified until inspection and test digitisation; any risks, remediation requirements, or changes to scope will be discussed with you and approved before proceeding.

We offer discounted rates for bulk submissions and encourage clients to send as many tapes as possible to ensure consistent technical settings, metadata standards, and quality control across the collection. Where our physical storage capacity cannot accommodate all materials at once, we may agree to receive tapes in staged batches while still honouring the bulk discount, ensuring continuity of handling, documentation, and preservation oversight.

If you do not see your required format below, please get in touch with us at connect@dig.media to discuss.

VHS / Betamax / Mini DV

There is a 30 minute minimum chargeable time of £25 per VHS / Betamax / Mini DV tape, followed by an additional cost per minute for the remainder of the tape (see the table below for more details).

Number of Tapes	Cost (per minute)
1 - 4	£0.50
5 - 9	£0.45
10 - 50	£0.40
51+	£0.35

UMATIC / Betacam / DV Cam (tapes present no issues)

There is a 30 minute minimum chargeable time of £45 per UMATIC / Betacam / DV Cam tape, followed by an additional cost per minute for the remainder of the tape (see the table below for more details).

Number of Tapes	Cost (per minute)
1 - 4	£1.60
5 - 9	£1.50
10 - 50	£1.40
51+	£1.30

UMATIC / Betacam / DV Cam (tapes present issues)

There is a 30 minute minimum chargeable time of £55 per UMATIC / Betacam / DV Cam tape (with issues), followed by an additional cost per minute for the remainder of the tape (see the table below for more details).

Number of Tapes	Cost (per minute)
1 - 4	£2.50
5 - 9	£2.45
10 - 50	£2.35
51+	£2.25

Cinereel

Number of Tapes	Cost (per 200ft)
All tape amounts charged at same rate	£100

Tape Details

Please give as much information below as possible. If you are unsure about the answers to any questions below, let us know upon returning this form. Any (and all) information you are able to provide about the tape(s) will help us greatly.

If there are original boxes or documentation relating to the tapes, please include these when sending as they can provide valuable technical information.

Number of tapes to be digitised?

VHS

UMATIC

Betacam SP

Betamax

Betacam

Cinereel

Mini DV

DV

HDV

NTSC

PAL

How long are the tapes?

- If you are sending us 15+ tapes, please give an approximate range per format
- For all formats (excluding Cinereel), please provide this in hours and / or minutes
- For Cinereel only, please provide the tape length in feet
- Guides to maximum tape length can sometimes be found on a tape's case, or the tape itself. Reels will usually have the length in feet marked on the case

VHS	UMATIC	Betacam SP
Betamax	Betacam	Cinereel
Mini DV	DV	HDV
NTSC	PAL	

How old are the tapes? (An approximate age is fine)

Is the tape mouldy / has a vinegar smell / damaged in any way? (Please detail)

Any other information?

Digital File Delivery Format

Files will be delivered in .mp4 format - this format is easily accessible and shareable. The digital file is of course included in the quote.

We can also deliver physical copies of your tape(s), however this is on a portable drive only. We no longer provide CD / DVD copies.

A portable drive can either be purchased by you and sent to us, or we can purchase one on your behalf. The cost of this will be included in the invoice.

Please indicate below how you would like to receive your files (the below is just an indication, should another option become preferable by completion, just let us know):

Digital only	Physical copy only	Digital & Physical copy
--------------	--------------------	-------------------------

Sending your Tapes

We recommend using a tracked delivery service e.g. Royal Mail Tracked 48 or 24 (UK Only).

Customers sending tapes from outside the UK by post (not by courier) must complete and attach a customs declaration form (if applicable), available from the post office in the country from which the parcel is being sent.

The customs declaration form must state: "CUSTOMER'S OWN PROPERTY FOR REPAIR TO BE RETURNED AFTER REPAIR". This is necessary to avoid customs charges and to enable us to complete the UK CN22 form when returning the tapes to you after digitising, if required.

If you would prefer to drop off your tapes in person, please arrange with us in advance as we only do this via appointment.

Turnaround

Standard turnaround is 2 - 4 weeks, however this depends on format, whether there are any issues with your tape(s) and how many tapes you send. We will endeavour to meet the standard turnaround wherever possible, but will keep you informed should any issues arise, or in advance of the process beginning.

An express service is available on request, however an increased price may be charged for this. Please contact us to find out more if required.

Return of Digitised Tapes

Once digitisation is complete, we'll return your tapes via Royal Mail tracked delivery service, unless agreed otherwise. Any P&P / courier cost will be added to your invoice.

If you would prefer to collect your tapes in person, please arrange with us in advance as we only do this via appointment.

Please indicate how you would prefer to have your tapes returned to you (the below is just an indication, should another option become preferable by the return date, just let us know):

Royal Mail Tracked Delivery

Courier

Appointment only collection

Insurance and Liability

We know your tapes will be of immense value to you and we will take all possible steps to protect them on our premises.

In the eyes of insurance companies, the value of recordings made on obsolete tapes is “undefinable” unless documented in a previous transaction. General insurance cover is therefore unavailable for the tapes we digitise. If appropriate, we recommend you acquire Specialist Insurance Cover before sending us your tape(s).

Clients send us their material on the basis that Dig Media will not be liable for any loss or damage to the tapes.

Customer Signature: