



2602 Morse Lane, Woodbridge VA, 22192
1-800-683-8171 571-572-3026 www.photo60.com

Scanning Photos to DVD Order Form

Todays date: _____

Customer info: Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Numbers: (W) _____ (H) _____

Shipping Info: I'll pick up my order Address same as above

Customer info: Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Numbers: (W) _____ (H) _____

How soon do you need your order Completed?

Standard completion turnaround 2-3 weeks (time varies depending on order size)

Rush My Order Please (20% Rush Fee, Minimum \$25)

Requested Completion Date: _____

How to order:

Step 1: How to prepare your prints for scanning

- No Negatives or Slides.

- Already Printed loose photographs only. Remove all photos from albums, envelopes, etc. Make sure no staples, paper clips, Post-It notes, etc. are attached and that there is **no sticky material on the photo*** which can cause the photo to stick to other photos. Make sure no photographs are damaged, no photographs thicker then a Polaroid. Newspaper clippings, odd shaped photographs and laminated images cannot be scanned. Photos must be square or rectangular in shape. Photos must be able to bend/curl easily.

- ALL photos sent to be scanned must be grouped by size. For example, all the 4x6's are bundled together, all the 5x7's are bundled together within the box. The entire order must be organized in this manner. Pictures must be sorted by size laying horizontally, face up, (all pictures get scanned horizontally regardless of orientation), in stacks of 50 to 150 with a rubber band around them. Pictures in albums, envelopes and plastic bags will not be accepted. Pictures can be no smaller then 2x3 inches and no bigger then 8.5x12 inches. Any photo that does not meet these requirements will not be scanned and returned to you unscanned.

- Mounted and damaged prints can be scanned for an additional charge of \$2.99 each picture.
**Prints bound into books or albums or mounted onto cardboard or any rigid material are not eligible for "Shoebox Special" pricing. We can handle all those "nonconforming" prints at \$2.99 each. You can choose whether to have us include those nonconforming originals at

\$2.99 each, or return them to you as is.

- **SCAN IN ORDER EXPLAINED:** Please group all the images together and place a note card on top of the pile with the title of the Event. Rubber banded together. The note card will be scanned first and then the proceeding images. That way when you get the files back you can easily separate the images into individual folders on your home computer. Please DO NOT use "post it sticky notes". This takes too much time to remove from each pile and your pictures might get scanned with the post it sticky note on the picture. The post it notes jams up our machines and will get thrown away. Keep in mind we do charge additional \$24.95 to place images in order. THERE IS NO EXCEPTIONS. If we have to scan in any particular order we will charge an additional \$24.95 per 1000 images. If customers wants each stack of images in a particular sub-folder with a title we charge an additional \$5 per sub-folder.
- **IMAGES ARE NOT ROTATED:** The images DO NOT come rotated on the DVDs. This can easily be done on your home computer. We can rotate all your images for \$49.95 per 1000 pictures.
- **Front and Back Scanning:** We do offer front and back scanning of images, it will just double your scanning order. We will scan all of the prints (front and back) to capture any form of notes, memos etc. So if you have 500 prints with front and back scanning option, that comes to 1,000 scans which will cost you \$94.95. If you have 1000 prints, with front and back scanning that comes to 2,000 scans which will cost \$189.90.

Step 2: Fill out the order form

Fill out this form. Please print clearly.

Step 3: Send Everything to us

Send us your photos with the completed form. For customers shipping photos to us ship to the following address **2602 Morse Lane Woodbridge VA 22192**. If you would like to drop off your order you can do so at the same address As above. Please be sure to supply adequate packing materials and protection for your materials to avoid damage during transportation. Please use a reliable and traceable shipping service (USPS, FedEx, UPS, DHL).

Step 4: Payment

Upon completion of your order we will call the customer and give them their total. The customer can either pay with a credit card over the phone or send us a check or money order. Please note that any payments with check will delay your order. We will ship the

customers order once the check or money order has cleared. Customers that require their orders completed by a certain date must pay by credit card over the phone.

Step 5: Images Shipped

Once we have payment your order will be shipped. We will ship back your original materials plus the images on the DVD. If you would like to pick up your order just let us know.

IMPORTANT NOTICE: Submitting any tangible or electronic media, image, data, file, card disc, device, film, print, slide or other handling, constitutes an AGREEMENT that any loss or damage to it by our company, subsidiary or agents, even though by our negligence or other fault, is without liability. Recovery for any incidental or consequential damages is excluded. No express or implied warranty is provided.

The undersigned hereby warrants that the material being presented to Photo-60 for scanning is not protected by copyright owned by another or that if material is protected the undersigned has obtained the permission of the copyright owner to digitize the materials.

Signature _____

ITEM	EA.	Qty.	Subtotal
Gold Package 300dpi 500 Prints Scanned to DVD	\$69.95		
Gold Package 300dpi 1000 Prints Scanned to DVD	\$94.95		
Platinum Package 600dpi 500 Prints Scanned to DVD	\$129.95		
Platinum Package 600dpi 1000 Prints Scanned to DVD	\$199.95		
Additional Scans over 1000 prints	\$0.25		
Scan of mounted and damaged prints	\$2.99		
Options:			
DVD Slideshow View photos on typical DVD player	\$75.00		
Copies of CD/DVD Extra copies of the scans on CD/DVD for family and friends. Volume discount available after 5 copies. 1-5 copies= \$13.95 6-10= \$11.95 11-20 = \$7.99	\$13.95		
5x7 Index Prints 40 thumbnail sized images per 5x7 with file names for every image	\$1.99		
Placing images in specific order	\$24.95		
Rush Service Rush service is an additional 20% with a \$25 minimum	Rush Service Fee		
Shipping & Handling Actual shipping cost is charged. Typically this is between \$10-\$25	S&H		
	Subtotal		
Sales Tax Virginia residents that are gonna pick up their orders add 5% VA sales tax	Sales Tax		
	Total Order		
SELECT YOUR PAYMENT METHOD:			
<input type="checkbox"/> CREDIT CARD OVER THE PHONE --- I will pay using a credit card upon completion of the order.			
<input type="checkbox"/> CHECK --- Make checks payable to Photo-60 and submit it with order form. Note: There is a \$50 fee for returned checks. You cannot pay for RUSH orders by check; you must use a credit card.			