



Memory Keepers
a division of R3 Consulting, LLC

R3 BULK PHOTO SCANNING **INFORMATION SHEET**

PREPARING YOUR PHOTOS FOR BULK SCANNING

The way you organize them, is the way we scan them, so here are a few tips:

- Organize your photos into categories, for example, baby, sports, trips, holidays, etc.
- We use a "BATCH SYSTEM" for scanning your pictures. This means that how you organize them is how they get scanned in, so if you have individual envelopes of pictures they each get a batch #, if you have loose photos that are rubber banded, they get a batch #. This will allow you to easily find pictures on the archived disc, as each batch coordinates with a folder on the disc.
- Eliminate doubles and photos that you don't wish to have scanned. The price is based on per photo.
- Try to gather as many pictures for scanning as possible, the more pictures you have the more cost effective your project becomes.

EXPLANATION OF SERVICES FOR BULK SCANNING:

PHOTO ENHANCEMENT: This service is included in the price. We use a state of the art Kodak Photo Scanner which has state of the art software built in to color enhance your photos. This means that the photos will be brighter and the colors will be richer.

2 Sided Scanning: You may have information on the back of a photo that you wish to have scanned. This is included in our scanning packages. The Front of photo = filename_0001A, Back of photo = filename_0001B.

300dpi Standard SCAN: This quality is standard for most purposes, and perfect for getting your scans digitized and sharing online. If you plan on printing and enlarging your photos, then we recommend you look at the premier scan (600dpi).

600dpi Premier SCAN: This scanning method doubles the resolution from the standard scan. This is beneficial if you plan on printing or enlarging the photo to a size greater than its original size. This resolution also benefits photos that may be of higher quality, such as professional photos. Our pricing model is per photo based, so if you have some photos you want in this higher resolution, make sure to separate them and indicate which photos you need at the higher resolution scan. Photos will be counted based on their DPI setting.

Printed Color Index Booklet: This is a bound booklet that contains color thumbnail pictures of the photos that are on the disc, broken out by batch number, so you can quickly and easily identify the photos that are on the disc.

Photo Album Service: On a per case basis, we will quote a flat fee for removing photos from albums. We do not put photos back in the albums.

Red Eye Removal: At this time, we are not offering the manual red eye removal as a service. Once you have your photos in digital format you can use any photo editing software to manually remove redeye at your discretion.

Flatbed Scanning: For extremely fragile photos, or photos larger than 8.5" x 11" or smaller than 2" x 2.5", we utilize a flatbed scanner. The max size for flatbed scanning is 11" x 17". Photos scanned on a flatbed will be scanned at a flat rate of 35¢.

TV Viewable Disc: Bulk Photo Scanning services provides a Data Disc that has a built in photo slideshow for your computer. You may also use any photo program you already have. Most DVD and Blu-ray players do 'not' play data discs, in which case you would need a TV Viewable Disc. Approximately 1200 photos can fit on 1 TV Viewable Disc or 3500 photos on a Blu-ray TV Viewable Disc.