

Bulk Photo Scanning Order Form

Name:(Print Clearly)	First Name			Last Name			
Address:				2000			
(Print Clearly)	Street		City	Stat	e	Zip code	
Phone:		Em	ail:				
□Ce	ell or □Home						
		PRICIN	NG RANGE				
	# of Photos 0 - 249	# of Photos 250 - 499	# of Photos 500 - 999	# of Photos 1000 - 1999	# of Photos 2000 - 2999	# of Photos 3000+	
Photo Enhancement (Contrast Adjustment, Color Correct	ion) Included	Included	Included	Included	Included	Included	
2 Sided Scanning (Notes on back of Photo)	Included	Included	Included	Included	Included	Included	
High Quality Scan (600dpi)	25¢ per photo	24¢ per photo	23¢ per photo	22¢ per photo	21¢ per photo	19¢ per photo	
		<u>Additio</u>	nal Options				
Printed Color Index Bookle (Thumbnail Pictures)	t \$3.95	\$4.95	\$7.95	\$11.95	\$16.95	3000+ - \$22.95 5000+ - \$32.95 10,000+ - \$52.95 15,000+ - Custom	
Photo Album Service	On a per case b	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.					
Flatbed Scanning (Max Size 11" x 17")	For extremel	For extremely fragile photos or photos larger than 8.5" x 11" or smaller than 2" x 2.5", we utilize a flatbed scanner. Photos scanned on a flatbed will be scanned at 600dpi at a flat rate of 35¢ per photo.					
Additional Copies & Digital Storage		\$7.50 per Archival Grade M-Disc. If original order spans multiple discs, each disc is copied at this rate. (i.e. 2 discs, 2 copies = 4 x \$7.50 = \$30) You may also provide your own USB Thumb Drive or External HD at 'no cost' or you can purchase one from us.					
TV Viewable Slideshow (DVD or Blu-ray)	Note: Around 1200	\$20 per DVD Disc. \$7.50 Additional DVD Copies/Disc. \$30 per Blu-ray Disc. \$12.50 Additional Blu-ray Copies/Disc. Note: Around 1200 Photos can fit on a TV Viewable DVD or 3500 Photos on TV Viewable Blu-ray. (i.e. 3600 photos = 3 DVD Discs = \$60)					
Shipping / Handling		You can ship your photos to us and we will ship it back at your cost, or inquire about our local pick-up & delivery char					
* 100 4x6 Photos is approximately	1 inch high. * The tech	nnician will make ever	y effort to keep your pl	notos in the order receiv	ed, however if required	l please let us know.	
(Estimated # of Photos): X \$(Scan	Please c		TION & EST form for each scanni				
M-Disc Archival Copies:	Qty: x \$ Qty: x \$0.35 Qty: x \$7.50/Disc Client Provided Storage D	<u> </u>	TV Viewable (Blu- Approximately 1200 Ph	D): \square \$20/Disc + ray): \square \$30/Disc + otos per TV DVD Viewab Price of Appropriate	Copies x \$12.50 le and 3500 Photos per	0/Disc = \$	
Notes:				Est	imated Total: \$		
TERMS & CONDITIONS OWNERSHIP OF MATERIALS SUBMIZE copyright owner granting permission to dup the sole copyright and/or permission to represtatutory damages, if found guilty by a cour monetary fees, loss of business opportunit pornographic, defamatory, slanderous, or ot exclusive. Our company reserves the right t investigation. LIMIT OF LIABILITY: We	olicate or reproduce it. You also Coduce any of the materials submit of law. You agree to compense ye, etc. CONTENT OF MATER therwise inappropriate; content that to report to law enforcement authors.	GUARANTEE and agree to ted. You understand any interest our company for any of the test our company for any of the test of the	o be obligated of being ab nfringement of this policy lamage/loss sustained, and ou agree not to submit m y; content that harms mine nay contain content of an i	le to produce, upon demanding the a violation of fed for expenses incurred; inclusively alterials containing prohibitions in any way. This list is religious in any way. This list is religious that we have a cooperation of the cooperation of	d, full documented proof of eral copyright laws punish uding but not limited to le ted content such as, but merely an example and is a erate fully with law enforce	confirming that you in fact hol able by injunction, monetary of gal representation, incursion of not limited to: Content that not intended to be complete no ement agencies in any resultin	
I have read and agree to the terms	and conditions listed abo	ve, and understand	that the pricing is b	ased on the final pho	oto scan count for t	his order.	
Signature:	Printed	l Name:			Date:		



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.
- **600dpi High Quality SCAN:** This resolution allows printing or enlarging the photo to a size 2x greater than its original size without losing quality. This resolution also benefits photos that may be of higher quality, such as professional photos.
- **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 35ϕ .
- **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.