

Your finished package will include your digitized and enhanced images on a set of archival CDs, custom-printed with your project title. Your CD(s) will be packaged in a slimline jewel case with an optional insert of index prints with thumbnails of your images.

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### Create Your Project

This form is to place an order for photo scanning and to figure a basic estimate for your project. Keep in mind that the total number of originals, total discs, or extra copies does not have to be exact.

We will contact you with the number of total number of CDs required to complete your project after we have digitized all of your images.

Along with your order and down payment, please complete the **project worksheet** associated with your project. This worksheet will walk you through titling and grouping along with other project options.

*Include this worksheet with your package to ensure your completed project turns out just as you expect.*

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### Step One: Total CDs

All images are saved as an 18mb TIFF as well as a 6mb JPEG by default. Higher resolutions and additional formats are available by request. At the default size, one CD-R will accommodate 35 images.

This form is an estimate only. Your final total will be determined as your order is completed. If you are not sure how many CDs your order will be, just enter "1".

estimated number of discs to complete the project  
\$2 per CD

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### Step Two: Total Scans

Estimate your total images. Keep in mind that this is only a rough estimate and that we will contact you with your final total after your originals been scanned.

Standard Black and White or Color Photographs  
\$.29 per image

Special Items: Newspaper Clippings, Documents, Artwork  
\$.69 per image

Tintype Photographs  
\$.99 per image

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### Step Three: Extra Copies

Please enter the number of copies of the entire project that you would like - the actual number of discs required to complete a "set" will be determined upon project completion. We will contact you when your transfers have been completed to give you the opportunity to add or delete extra copies of your project.

estimated number of extra copies  
\$2 per CD

# Payment and Shipping Information

order form

Thank you for your order! We request only a down payment at this time equal to approximately half of your final total. Your final balance due will be determined by the total number of discs, scans, and transfers required to complete your order. You will be informed of your total balance due at the completion of your order. We ask that all orders are paid in full prior to making your final project available for pickup or shipment.

## Payment Method

Credit Card

Cash / Money Order

Check / Cashier's Check

## Credit Card Details



Credit Card Number

CVV Code

\_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Expiration Date

Cardholder Signature

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## Billing Information

Company \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Postal Code \_\_\_\_\_

Daytime Phone Number \_\_\_\_\_

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

## Shipping Information

Check this box if the shipping details are the same as the billing details

Company \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Postal Code \_\_\_\_\_

Daytime Phone Number \_\_\_\_\_

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

## Special Instructions / Comments About Your Project

## A Project Title

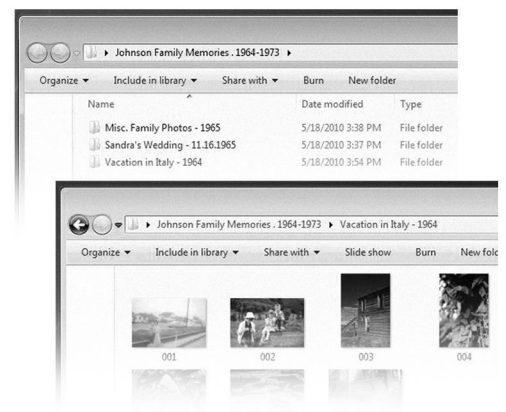
Think of a name for your project - this will be the title that is printed on the surface of your disc as well as on any contact sheets and insert sleeves. Common titles include the family name and date range of the photos or the name of an event.



## B Categorize and Arrange Images

You may opt to have your images grouped into separate folders based on dates or events. If you would like your scans to appear on your disc in individual folders, simply group them together in small boxes, bags, or elastic bands and label the group using tape or a sticky note. *This feature is available at no additional charge.*

If you are sending photo albums to be scanned, your images will be scanned in the order that they are arranged in the album.



## C Project Extras

### Contact Sheet

Includes thumbnail images to index the content of the disc. Your project title and image numbers are included.



- > 20 Images per sheet
- > Total number of sheets determined by number of scans
- > Size of sheet determined by package choice (*sheets will fit inside of CD jewel case or DVD case*)

Contact Sheet: \$1 per Sheet

YES - Include a Set of Contact Sheets

### Archival Album & Sleeves

Store your original prints in an archival album. Polyethylene preserver sleeves are perfect for long-term storage.



- > Locking 1 1/2" D-rings
- > Each album will hold approximately 50 sheets of photo preserver pages
- > Total number of albums and sleeves determined by number loose original prints

Album: \$24.95    Sleeve: \$.49

YES - Include Archival Album(s)  
 YES - Include Preserver Sleeves