



2958 Prince William Pkwy Woodbridge VA 22192  
1-800-683-8171 703-680-7727 www.photo60.com

**Scanning Slides & Negatives to DVD or CD Order Form**

Todays date: \_\_\_\_\_

Customer info: Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Numbers: (W) \_\_\_\_\_ (H) \_\_\_\_\_

Email Address for Free Online Storage: \_\_\_\_\_

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)  
Slides:

**First, remove your slides from circular carousels :** Each slide carousel holds about 150 slides. Photo-60 recommends that you take your slides out of their circular carousels because it costs less to ship the slides without the carousels. However, if time is an issue, you can send the slides in the circular carousels, but we have a \$9.95 surcharge for each slide carousel.

Negatives:

**Place your grouped negatives into an envelope(s) :** One of the greatest things about getting negatives scanned is that they are so easy to package and ship. Simply place the negatives/envelopes in Ziploc bags - the bags keep the moisture off the film when it is sent from your home or office to Photo-60. If your negatives are sitting in a portfolio binder, just send the entire binder. Our team will take the negatives out of the plastic sleeves and scan the negatives. Once scanned, we will then put the negatives back in the sleeves in the order they were received.

**Step 2) Place the slides into rectangular boxes or stack and wrap them in rubber bands :** Old aluminum foil or Saran Wrap boxes make excellent containers

for slides. Also, you can stack the slides and keep them together with two sets of rubber bands.

### **3) You may want to think about organizing your slides or negatives into groups :**

**Slides :** If your slides are already organized in groups, you can label each group. When we scan the images, we will create individual folders for that slide scanning group. For example, you could label one set of slides as "Swiss Alps" and another set of slides as "Florida 1985". If your slides are sitting in a portfolio binder, just send the entire binder. Our team will take the slides out of the plastic sleeves and scan them. Once scanned, we will then put the slides back in the sleeves in the order they were received.

**Negatives :** If your negatives are already organized in envelope groups, you can label each group. When we scan the images, we will create individual folders for that group. For example, you could label one set of negatives as "16th birthday" and another set of negatives as "Baby Pictures". If your negatives are sitting in a portfolio binder, just send the entire binder. Our team will take the negatives out of the plastic sleeves and scan the negatives. Once scanned, we will then put the negatives back in the sleeves in the order they were received.

**4) Place your grouped slides or negatives into Ziploc™ bags :** If you are wrapping the slides with rubber bands, we recommend you place the groups of slides in Ziploc™ bags. The plastic bags protect the slides & negatives from moisture. They also keep the slides & negatives organized during transit. If you are sending your slides in the carousel box, and paying the surcharge, you do not need to place these boxes in Ziploc™ bags. However, they do make Ziploc™ bags that are large enough for carousel boxes.

**5) Place the Ziplocs into a sturdy shipping box :** This is an important step - you must ensure that you use boxes designed for shipping. We occasionally receive orders shipped in garment boxes that come from Macy's or Nordstrom – these are unacceptable for shipping your precious slides. We recommend that you use boxes from your local UPS store, Kinko's, or an office products store. In addition, you may be able to get a box from your office shipping department.

#### **Step 6) Fill out the order form**

Fill out this form. Please print clearly.

#### **Step 7) Send Everything to us**

Send us your slides or negatives with the completed form. For customers shipping photos to us ship to the following address **2958 Prince William Pkwy 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 CD/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 \_\_\_\_\_

<b>Scanning 35mm Slides or Negatives</b>			
PREFERRED SCANNING RESOLUTION. (CIRCLE ONE) <i>4Base</i> <i>16Base (recommended)</i> <i>64Base</i>			
<b>4 Base Scan 1024x1536 (Standard)</b>	<b>EA.</b>	<b>Qty.</b>	<b>Subtotal</b>
<b>1st Scan</b>	<b>\$9.95</b>		
<b>2 – 100 slides</b>	<b>\$0.75</b>		
<b>101 - 300</b>	<b>\$0.59</b>		
<b>301 – 500</b>	<b>\$0.49</b>		
<b>501 – Up</b>	<b>\$0.45</b>		
<b>16 Base Scan 2048x3076 (Super) **Recommended**</b>			
<b>1st Scan</b>	<b>\$20.00</b>		
<b>2 - 100</b>	<b>\$0.99</b>		
<b>101 - 300</b>	<b>\$0.79</b>		
<b>301- 500</b>	<b>\$0.62</b>		
<b>501 – Up</b>	<b>\$0.49</b>		
<b>64 Base Scan 5035x3339 (Extreme)</b>			
<b>1st Scan</b>	<b>\$20.00</b>		
<b>2 - 100</b>	<b>\$1.99</b>		
<b>101 - 300</b>	<b>\$1.79</b>		
<b>301 - 500</b>	<b>\$1.59</b>		
<b>501 - Up</b>	<b>\$1.45</b>		
<b>Options</b>			
<b>DVD Slideshow</b> View photos on typical DVD player	<b>\$75.00</b>		
<b>Copies of CD/DVD</b> 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	<b>\$13.95</b>		
<b>5x7 Index Prints</b> 40 thumbnail sized images per 5x7 with file names for every image	<b>\$1.99</b>		
<b>Rush Service</b> Rush service is an additional 20% with a \$25 minimum	<b>Rush Service Fee</b>		

<b>Shipping &amp; Handling</b> Actual shipping cost is charged. Typically this is between \$10-\$25	<b>S&amp;H</b>	
	<b>Subtotal</b>	
<b>Sales Tax</b> Virginia residents that are gonna pick up their orders add 5% VA sales tax	<b>Sales Tax</b>	
	<b>Total Order</b>	
<p><b>SELECT YOUR PAYMENT METHOD:</b></p> <p><input type="checkbox"/> <b>CREDIT CARD OVER THE PHONE</b> --- I will pay using a credit card upon completion of the order.</p> <p><input type="checkbox"/> <b>CHECK</b> --- 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.</p>		