



Gather Box Photo Scanning – 500 Prints

First Name	Last Name	Phone Number	
Email	Date In	Date Due	Associate Name

FILL THE BOX – Up to 500 prints scanned for just \$99.99

- Scanning charge past 500 count is 20¢ per print.
- All photos must fit in box with cover closed
- Includes Images on USB thumb drive
- Please follow setup instructions on the reverse side.

IMPORTANT NOTES BEFORE YOU START

- All photos must fit within the dimensions of the closed box. Box may not be deformed in any way.
- Only prints are accepted for this specific service. No slides or negatives can be included in this order.
- Only loose individual photos are accepted. Photos in envelopes or albums must be removed
- See reverse side for more details on preparing your photos for scanning, and sign service agreement.

ADDITIONAL SERVICE OPTIONS:

Choose from the following options when you bring in your box filled with photos for scanning.

Transfer to DVD..... _____ X \$9.99 ea = _____

Scan-in-order option (explained on reverse side)\$39.99 = _____

Due to the nature of the scanner all prints must be laying horizontally regardless of picture orientation. For a convenience charge we will rotate all vertical photos after scanning so they will be oriented correctly when you view them on the disc.

Color and density adjustments to enhance images\$129.99 = _____

DVD Slide Show \$49.99 = _____

Additional copies of DVD Slide Show \$20.00 = _____

Manual scan of aged and delicate photos or photos that do not conform to standards on reverse side.

Qty _____ X \$3.00 ea = _____

Total = _____

How to prepare your photos for scanning:

- Remove all photos from albums, envelopes, etc.
- Group photos by size, unless you would like them scanned in order for an additional fee.
- Make sure no staples, paperclips, post-its, sticky residue, etc. are attached to photos.
- Photos must be between 2x3 and 8x10 size.
- Photos must be rectangular or square. No odd shapes or cut out photos.
- Photos can be no thicker than a standard Polaroid picture.
- All pictures should be stacked face up.
- All photos must be laying horizontally regardless of picture orientation.
- Curled photos may be scanned out of focus due to their inability to lay flat on the scanner.
- We recommend that you fan through your photos to confirm that they are not sticking together, and help identify and remove any dust or other material which might have a negative impact on the quality of your scanned photos.
- **We are prohibited from scanning photos that were taken by a professional photographer or studio without their written consent.** To obtain more information about our copyright policy or assistance in obtaining consent, please contact us.

Scan-in-order option explained:

- Choose this option if you would like your photos scanned in a specific order.
- All instructions above for getting your photos ready for scanning must be followed, with the exception of needing to keep your photos organized by size.
- Stack your photos into categories the way you want them to be scanned.
- You may wish to include index cards with hand written notes describing each group of photos detailing the location, subject, year, etc. The index cards will be scanned along with your photos and will be the first image in each series.
- Include a note on top of each stack of photos indicating the order you want them scanned in.

NOTE: These high-speed scans are designed to digitally preserve your media. We do not guarantee the image quality of the reproduction. Color and density correction is not included as part of the standard service, but may be included at an additional charge. Scans are suitable for printing up to 5x7 size. If you are looking for a more professional duplication of you images in a digital format, larger print sizes, or high quality archiving scans, please see our custom scanning services.

Service Agreement (must be signed before submitting Memory Box for scanning)

I have read and understand the preparation instructions above, and additional service options on the reverse side. I understand that slides will be scanned "as is" in no additional service was requested.

Signature: _____ Date: _____

West

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East

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