



Gather Box Slide Scanning – 250 Slides

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

FILL THE BOX – Up to 250 slides

- Scanning charge past 250 count is 36¢ per slide
- All Slides 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 slides must fit within the dimensions of the closed box. Box may not be deformed in any way.
- Only 35mm slides with **standard cardboard or plastic mounts** are accepted for this specific service.
- Only loose individual slides are accepted. Slides in envelopes, sleeves, carousels, etc. must be removed
- Any non-35mm, unmounted, glass or metal mounted slides will not be accepted or scanned.
- See reverse side for more details on preparing your slides for scanning, and sign service agreement.

ADDITIONAL SERVICE OPTIONS:

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

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

Check and correct emulsion direction and orientation \$29.99 = _____

Slides must be stacked emulsion side down in order to be scanned correctly. Choose this option if you would like for us to check the direction of your slides before scanning. Otherwise some images may appear in mirror reverse fashion when you view them on your disc.

Rotate slides to correct orientation (after scanning)..... \$9.99 = _____

Due to the nature of the scanner all slides 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 \$69.99 = _____

DVD Slide Show \$39.99 = _____

Total = _____

How to prepare your slides for scanning:

- Remove all slides from carousels, sleeves, envelopes, etc.
- Arrange all vertical slides so they are oriented horizontally. Any slides oriented vertically will not be properly scanned. We can rotate images after scanning as an additional service.
- Horizontal slides should be oriented the same way, otherwise some slides may be scanned upside-down.
- All slides should be stacked in groups of 35-40. Each stack of slides should be bound with rubber band.
- If slides are to be scanned in a specific order, slides should be stacked in first to last order from top to bottom. Each stack of slides should then be numbered and organized for scanning order.
- Make sure all slides in a stack are facing emulsion side (dull side that normally faces towards a projection screen) down towards the bottom of the stack, and shiny smooth side facing up towards the top, otherwise some scanned images may appear as mirror reverse.
- 35mm slide frames must be 24mm x 36mm, otherwise unwanted cropping may occur.
- All slides must have undamaged standard cardboard or plastic 35mm mounting, or else they will not be scanned due to their potential for jamming the scanner.
- Bent Slides may be scanned out of focus due to their inability to lay flat.
- Excessive dust, scratches, or any other damage to the film will have a negative impact on the quality of the scanned images. You may wish to use our restoration services for damaged film.
- Extremely over or underexposed slides may not be scanned. Poorly exposed slides should be scanned using our custom scanning service.
- We are prohibited from scanning slides 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.

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 corrections are not included as part of the standard service but may be included at an additional charge. Slide shoebox scans are suitable for printing up to 8x10 size. If you are looking for a more professional duplication of your 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
6742 Odana Rd. Madison
608-234-5280

Square
24 N. Carroll St. Madison
608-256-0011

East
4232 East Towne Blvd.
608-246-9052

www.cameracompany.com

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