



**Shoebox Scanning
starting at \$49.95**

New Service Introductory Price

Our newest technology allows us to scan your old photos faster than ever before. We use a special Kodak scanner that can provide fast, high-quality scans of your photos, up to an entire shoebox full for one low price. The scanned images are then saved to your choice of CD(s) or data DVD. Your photos can then be viewed on your computer or some newer DVD players. Prints can also be made from your scanned images.

Additional copies of the CD or DVD are readily available for you to share with others, eliminating the hassle of dividing sentimental family photos amongst relatives.

Your physical photos will be well cared-for in our store, and you will receive them back in the same condition they arrived in. We can scan a range of sizes, from wallet to 8x10. Your photos should be prepared for scanning before you bring them in. Please see the preparation instructions for details. For an additional charge, we can also print an index of all of the images on your CD, which will serve as a visual aid of the organization of your images.

Preparation Instructions

How to Prepare Your Photographs for Shoebox Scanning

In order for us to work efficiently and to fulfill your expectations, certain steps must be taken before we begin.

1. Only loose photos will be scanned. Photos must be removed from albums and page sleeves or envelopes. Photographs must be un-mounted (not adhered to any thick backing). All photos must be within the size guidelines; not smaller than 2 ½ by 3 ½ or larger than 8x10.
2. Please be sure there are no hanging pieces of tape or any sticky adhesive on your photos. Remove all staples, paperclips, etc.

3. Sort photos by size and direction. Make sure all photos are facing up. We suggest that you bundle sizes and directions separately. A 4x6 index card is a good separator for your bundles, and can also serve as an indicator of titles or groups, which is provided at an additional cost.

4. If there are photos that you would like both sides scanned, these will need to be clearly marked, separately from the rest.

If you have any questions, please feel free to ask us.

Shoebox Scanning Prices

Shoebox Scan	\$49.95
Scanning up to a shoebox full of photos and archiving to CD(s).	

Preparation Charge	\$75.00 per hour
Applies ONLY to orders not prepared as noted in Preparation Instructions	

Turn images heads up	\$14.95
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Keep photos in specific order	\$9.95
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4x6 prints of all scanned images (price per photo)	.28
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Each data CD	\$6.95
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DVD	\$9.95
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(Images will be stored on a single DVD rather than multiple CDs)

Index Prints	\$1.00 per sheet
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Index prints are color 4x6 prints which show thumbnails of all scanned images.

Order Form

Name: _____ Date: _____

Address: _____

City: _____ State _____ Zip _____

Phone: _____ Date Promised: _____

E-mail Address: _____

Basic Shoebox Scan ()

Titles Included ()

Preparation Charge ()

estimated hours _____ actual hours _____

Turn Images Heads Up ()

Keep Photos in Specific Order ()

4x6 Prints of all Images Scanned ()

Matte Glossy

Images Burned to DVD instead of CD ()

Additional CD or DVD CD DVD _____

Index Prints _____ ()

Special Instructions

Amount Due _____