



"Shoebox scan" Order Form

160 S. West St. #A
Wichita, KS 67213
316-942-8777
866-201-0544

What is Shoebox Scanning?

No longer do family members need to argue over who has the family photos. Snappy Photo, Inc. Shoebox Scan Service is your solution. We use a special high-speed scanner to provide quality scans of your photographs. Not just one or two photographs, this service is best suited for 50 or more photos. The scanned images are then saved to CD or DVD. Your photographs will be protected from the ravages of time, weather, crayons, humidity and poor storage conditions. Additional copies of the digital files are readily available for other family members. These quality scans may be viewed on your computer, or other digital image viewers including some DVD players & digital photo frames. You can also then have prints, enlargements, books, collages, and many other products made of your photos through our easy online ordering service. A DVD Video Slideshow is also available if you want to make a movie out of your new pictures.

Frequently Asked Questions

Do I get my pictures back?

Yes they never leave our store.

I have some enlargements, can they be scanned?

Yes, we scan wallet size to 8x12"(20x30cm). Larger or smaller will be charged our normal scanning fees.

Am I required to do anything before I bring in my box of family photographs?

Yes, at this low price we ask that you prepare your photos for scanning. Below are easy instructions. Ask us if you need additional information.

Several of my photos have priceless data written on the back. Is there any way to scan that information?

Yes, We can scan both sides so you have that information, note this will count as two scans.

May I have titles for years or family groups?

Yes write or print the information on an index card and place them before that group.

How to prepare your photographs for shoebox scanning

As this is a high speed, low cost service, it is important that all photographs be prepared for scanning.

First, only loose flat photos may be scanned; therefore, remove all photographs from albums & album pages. Any glue or sticky substance on the photos must be removed entirely. Small quantities of photos should be removed from envelopes, although you may place large quantities in envelopes after you have sorted them.

Second, make certain there is no hanging tape or sticky substance on the photographs.

Remove all staples, paperclips etc.

Third, sort pictures by size. Pictures less than 5x7 in size are scanned longest edge first. We can scan wallet (2.5"x 3.5") size up to 8x12". Our suggestion is that you bundle each size. An index card is a handy way to separate your bundles. Your photos are scanned from the bottom of the stack up to the top and will be sequentially numbered that way. If a picture is turned sideways or upside down it will be scanned that way. Occasionally we will have to turn a photo on it's side in order to get it to scan or it may jam for some reason and be scanned out of order. If you need to insure the orientation of the photos be correct and in a certain order we do offer those services. Please be sure you check those off on the order form.

Fourth, photographs with data on the back, which you wish to have scanned with the photograph, will need to be sorted separately and marked with a predominant note for two sided scanning. Two sided scanning counts as two scans.

Fifth, photographs must be unmounted (not on any thick backing).

Sixth, by federal law we are unable to scan copyrighted images, UNLESS you have a written copyright release from the copyright holder, which is generally the photographer.

Customer name _____

Address _____

City _____ State _____ ZIP _____

Phone # _____

Everyday scanning charges, for bulk orders made from photo prints (not slides). All photos must be submitted at the same time; our workflow doesn't allow for "add-ons"

_____ "trial special" - up to 50 photos, on a CD:	\$29.99, additional images 60¢ each
_____ Up to 100 photos, including CD or DVD:	\$39.99, additional images 40¢ each
_____ Up to 250 photos, including CD or DVD:	\$59.99, additional images 24¢ each
_____ Up to 500 photos, including CD or DVD:	\$89.99, additional images 18¢ each
_____ Up to 1000 photos, including CD or DVD:	\$129.99, add'l images 12.9¢ each

_____ duplicate CD/DVDs \$7 each.

_____ make 8x10 contact sheets, 24 images per page, \$2.99 per page

_____ rotate all photos to insure correct orientation for viewing 10¢ X total images scanned.

_____ insure all image names are sequential in a specific order, 15¢ X total images scanned.

For sequential scanning each photo should be placed in order from bottom to top of stack and numbered in pencil on back in upper right corner.

_____ correct all images with photoshop auto color, contrast and tone, \$15/100 scanned.

Photos for bulk scanning orders must be unmounted, not torn or bent, no smaller than wallet size (2 ½ x 3 ½) or larger than 8" x 12", or have anything sticky or raised on the front or back surface, and not excessively curled.

Please remove photos from envelopes. If you want to help keep groups of photographs together, you may want to put an index card at the beginning of each group with some information on it and we'll scan those right along with the photos. We will try our best to keep them in order scanned from the bottom up and in the same orientation you put them in. However, it is sometimes necessary to turn a photo to get it to scan or for some reason it may jam and have to be rescanned out of order. If you would like a guaranteed order and orientation extra charges will apply. (see below)

Technical specifications: Our standard scanning resolution for this service is 300 dpi. This is adequate for making good copies the same size or up to twice the size of the original photo.

Upgrade Option: We can scan your pictures at 600ppi so you can make enlargements without loss of clarity. And while the high-resolution files are four times larger than standard files, they only cost 75% more.

Non-conforming photos: Mounted or thick photos, such as Polaroid and Kodak Instant Photos, may not feed through our automated equipment. Neither will photos less than about 2½ by 3½ inches or larger than 8 by 12 inches.

We can scan non-conforming photos for \$1.49 for any pictures 8 x 12 or smaller if brought in with the Shoebox scan order. Our normal fee for a custom scan for these sizes varies from \$3.00- \$5.00 each.

OPTIONS:

_____ Custom scan non-conforming images up to 8x12 and charge \$1.49 for each one.

_____ Do NOT scan non-conforming images and return them.

_____ Scan these photos at 600 dpi. This will increase the total cost by 75%.

_____ Extra copies of CD, at \$7 per disk (note – if 2 or 3 CDs are needed to make up the original order, the fee will be \$7 per copy x number of original CDs)

_____ Video DVD Slideshow of every image scanned. (can be played on home DVD player for watching) \$49.99/100 images (Custom options such as titles and music available at normal slideshow pricing)

Important notice: By submitting film, print, or other materials to Snappy Photo, Inc., I agree that the value of the films is no more than the cost of scanning the same quantity of photographs. That is, if Snappy Photo, Inc. would charge me \$90 to scan my pictures, the maximum amount of damage I may claim is limited to \$90. Except for such agreed value, Snappy Photo, Inc. will not be liable for any other loss or damage, direct, consequential or incidental to the customer's use of such services.

We honor photographers' copyrights. If you submit photos that are the identifiable work of a professional photographer we will return them unscanned, unless you provide us with the permission of the photographer(s).

Signed: _____

Date _____

Payment: please charge the finished work to my Visa, MC, Discover credit card as listed:

name on card: _____

card # _____ expiration date _____

3 or 4 digit security code from back of the card _____

Is the billing address for the credit card the same as the ship-to address? If not, print the billing address below.

PACK YOUR PRINTS SAFELY AND SHIP or DELIVER TO:

Snappy Photo, Inc.

160 S. West St., Ste A

Wichita, KS 67213 USA