



"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. It's good to group them by decade, family member, or any other grouping you may want scanned together. Put each group in a zip loc bag or envelope and identify the group name.

Second, on the photographs remove staples, tape, sticky substance, or anything that may get

stuck in the scanning process. On photos that you are not able to clean them of the above things but you would like to have them scanned, separate them in the group and we can custom scan those photos. (See Options below regarding non-conforming photos)

Third, Your photos are scanned from the bottom of the stack up but for efficiency we may need to scan them in a different order. Also we have to rescan after we have reviewed due to dust or other problems so pictures will not be in the exact order you put them in. If a picture is turned sideways or upside down it will be scanned that way or to get a better scan we may rotate them before scanning. If you need to insure the orientation of the photos be corrected and/or placed in a certain order, we do offer those services to manually rotate and numerically order the files. If you would like those services you will need to place each photo in the order you would like and number each photo on the back and be sure to check those services below in this order form.

Fourth, photographs with writing on the back that you need to have scanned as well you will need to sort them separately and bundled for two sided scanning. Two sided scanning counts as two scans.

Fifth, photographs must be un-mounted such as old photos and Polaroids. (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.

Scanning charges are for bulk photo orders (call for pricing on slides or negatives). All photos must be submitted at the same time; please call for "add-ons" at later times.

_____ "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

In summary, photos for bulk scanning orders must be un-mounted, 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 the original developed 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 photos up to 8x12 and charge \$1.49 for each one.
- Do NOT scan non-conforming photos and return them.
- 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.
- 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: You may pay on pickup or if you wish to have me shipped to your address listed below and I will bill you via a Paypal invoice. You will be able to pay for it with any credit card without a Paypal account.

Your email for a Paypal invoice: _____ (please print)

Shipping Address:

Customer name _____

Address _____

City _____ State _____ ZIP _____

Phone # _____

If your shipping them to us please PACK YOUR PRINTS SAFELY TO:

Snappy Photo, Inc.

160 S. West St., Ste A

Wichita, KS 67213 USA