



"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 that this will count as two scans but it must be for the entire order. You can separate photos into two orders, one for single sided and a second order for double sided. As long as each order has 50 photos or more, then we will add the scans together to give you the best pricing. In other words if you have 250/500 photos that you want scanned both sides and another order for 500 photos for one side scan, you will get the 1000 scan pricing for both orders.

May I have titles for years or family groups?

Yes, write or print up to 8 characters of information on the envelope or zip lock bag and I will make it the beginning of each image. For example one group of photos will be 19750000001.jpg, 19750000002.jpg etc. Or Jamie0000001.jpg, Jamie0000002.jpg etc. Please make each group no less than 50 photos per group.

How to prepare your photographs for shoebox scanning

With this economical service, it is important that all photographs be prepared for scanning.

First, only loose flat photos may be scanned; remove all photographs from albums & album pages negative envelopes etc. It's good to group them by decade, family member, or any other grouping you may want scanned together(minimum of 50 or more per group). Put each group in a zip loc bag or envelope and identify the group name. Mark the bag or envelope with a date or name which can be incorporated in the image name as described above.

Second, on the photographs remove staples, tape, sticky substance, or anything that may get stuck in the scanning process. Some photos you may not be able to clean but you would like to have them scanned so separate them in a group and we can custom scan those photos with our regular flat bed scanners. (See Options below regarding non-conforming photos)

Third, normally your photos are scanned from the bottom of the stack up but for efficiency we may need to scan them in a different order. After we have scanned them we will review in batches to check for dust or other problems. The affected photos will be pulled and rescanned and the old image will be deleted so the new scan will have a different name/number. In those cases we will try to begin the image name/number with the same name . 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 and as a separate order.

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.

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| _____ "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 1/2 x 3 1/2) or larger than 8" x 12", or have anything sticky or raised on the front or back surface, and not excessively curled.

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 better enlargements as indicated in the order below for an additional 75%.

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:

_____ YES or _____ NO scan non-conforming photos for \$1.49 for each one.

_____ Scan both sides of the photos. (counts as 2 scans)

_____ duplicate CD/DVDs \$7 each.

_____ rotate all photos to insure correct orientation for viewing 5¢ 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%.

Video DVD/flash drive Slideshow can be done from the scans plus attitional digital files and video clips etc. Please see our separate pricing sheet for shows.

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 un-scanned, unless you provide us with the permission of the photographer(s).

Scan Count _____ Scan cost= _____ Rotation= scan count x .05= _____

Dup ___ x \$7= _____ Other Service = _____

600 dpi = cost x 1.75= _____

Non Conforming count ___ x \$1.49 each= _____

Total Order= _____ Tax _____ Shipping _____

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