



"Shoebox scan" Order Form 03/1/2021

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 a flash drive. 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 TV sets & 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.

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. Larger or smaller will be charged our normal scanning fees. There is an option for "non conforming" size photos described below.

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.

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 or envelopes etc. and cleaned with wiping and/or canned air. Group them by sizes and put each group in a ziploc bag or envelope and identify the group name with at least 50 in a bag. Mark the bag or envelope with a date or name which can be incorporated in the image name as described above. Any sizes that are smaller than 2.5x 3.5 and larger than 8x12,

need to be pulled out and put in a separate bag or envelope and scanned at the regular flatbed scan rate. (See Options below regarding non-conforming photos)

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 or top 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 re-scanned 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, we do offer that service to manually rotate the files. We do not offer a particular order of scans but you can organize them in large groups of 50 or more as described above with no extra charge.

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 unmounted such as old photos and Polaroids. (thick backing).

Sixth, Please do not include copyrighted material.

Scanning charges are for bulk photo orders submitted on one order. Orders with different options below must be in a separate order.

_____ "trial special" - up to 50 photos, on a CD:	\$39.99	additional images 80¢ ea.
_____ Up to 100 photos, including CD or DVD:	\$49.99	additional images 50¢ ea.
_____ Up to 250 photos, including CD or DVD:	\$74.99	additional images 30¢ ea.
_____ Up to 500 photos, including CD or DVD:	\$119.99	additional images 24¢ ea.
_____ Up to 1000 photos, including CD or DVD:	\$149.99	additional images 15¢ ea.

Non-conforming photos are: mounted, torn, bent, excessively curled, dusty, dirty, glue, stickers, or anything that would cause a photo to get stuck in the process. In addition photos smaller than wallet size (2 1/2 x 3 1/2) or larger than 8" x 12" are non-conforming. If you choose the option below to have non-conforming scanned please place them in a separate bag or envelope.

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%.

OPTIONS:

ANY OPTIONS SELECTED MUST BE FOR ALL PHOTOS IN THIS ORDER. FOR DIFFERENT OPTIONS THEY MUST BE SUBMITTED ON A SEPARATE ORDER.

_____ Yes please Scan non conforming photos at 50% off regular pricing for individual scans.

_____ Scan both sides of the photos. (counts as 2 scans) Must be a seperate order based on the quantity for 2 sided scans.

_____ rotate all photos to insure correct orientation for viewing 5¢ X total images scanned.

_____ 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%.

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).

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

Flash drives ____x\$20 = _____

600 dpi = cost X 1.75 (or 75% up charge)= _____

Non Conforming count _____ Size____ Cost_____

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