

Photo Scanning Order Form and Agreement



Legacies of a Lifetime

Name	_____		
Address	_____		
City	_____	State _____	Zip _____
Phone	_____	Email	_____

What You Need to Know

- All photos will be scanned at 600 dpi and saved in JPG format, unless otherwise requested. Each scan will be given a file name that includes your name; a number to represent this order; and a unique, sequential number (e.g., JSmith_01_0001, JSmith_01_0002, . . .).
- Each pass through the scanner counts as one scan, so scanning the front and back of a photo equals two scans.
- We will endeavor to keep your photos in the order in which they are received but make no guarantees.
- Scans will be provided to you either (1) via Dropbox folder that you can access for up to 30 days, (2) on a flash drive that you provide when you submit your photos, or (3) on a flash drive that we can provide for a \$5 fee.
- We do not provide photo enhancement or restoration but can connect you with companies that do.

Service	Price per Scan (600 dpi)	Quantity	Total
Loose photos must be 4x6, 5x7, or 8x10 and must be removed from albums and envelopes.			
1-149 scans	\$0.50		\$
150-499 scans	\$0.40		\$
500-1,000 scans	\$0.35		\$
Album pages; Polaroids; and photos that are mounted, oddly shaped, over- or undersize, fragile, or damaged require a flatbed scanner.			
Flatbed scans	\$1.20		\$
Additional Costs			
Saved at 1200 dpi	Add \$0.40/scan		\$
Saved as TIFF file	Add \$0.40/scan		\$
Saved to flash drive	Add \$5.00 to order		\$

Note: Minimum order is \$50.

Please provide special instructions here:

Feeling overwhelmed by the thought of organizing your photo collection? Ask me how I can help!

Payment Information (to be completed by Legacies of a Lifetime)

Order date _____	Requested delivery date _____	Estimated Total \$ _____		
Deposit received: \$ _____	Cash <input type="checkbox"/>	Check <input type="checkbox"/>	CC <input type="checkbox"/>	Last 4 digits _____

Preparing Your Photos for Scanning

- Make sure photos have no staples, paper clips, tape, glue, Post-It notes, or sticky substance on the front or back.
- Place loose photos in the file box provided. Keep like sizes together (e.g., don't mix 4x6 and 5x7 photos).
- If you plan to organize your files into folders in your photo organizing software and wish to group specific photos together, write the name for the folder (e.g., Cancun Vacation March 2005) on an index card or note card that measures the same size as those photos and place the card in the front of the photos to be grouped together. We will scan the card as a photo.
- If you'd like the back of specific photos scanned, group all of those photos together and note that on the index card for that group. Scanning the front and back of a photo counts as two scans.
- If your photos don't completely fill the box, fill the space with bubble wrap or crumpled paper so the photos don't shift around. Don't put rubber bands or paper clips on the photos.
- Contact us to arrange a time to drop off your photos. When we meet, please bring a completed order form and \$50 deposit (cash, check, or credit card).

Copyright

Legacies of a Lifetime will not scan any copyrighted materials. Before we reproduce photos taken by a professional photographer, you must have written permission from the photographer. In signing this form, you agree that you own the photos you submit for scanning, or have written permission to reproduce them.

Limit of Liability

Legacies of a Lifetime strives to provide high-quality service and protect your photographs. Submitting any print, document, digital media, or miscellaneous object to Legacies of a Lifetime for processing, photographing, scanning, restoring, or other handling constitutes an agreement by you that no warranty is established or entered into, that any loss or damage by Legacy of a Lifetime or our agents or subcontractors will not entitle you to any compensation or recovery, and that we assume no liability. You agree to protect, indemnify, and hold Legacies of a Lifetime harmless from and against any loss, damage, liability, or expense, including attorney's fees, due to any damage to person or property caused or alleged to have been caused in connection with the operation of this Agreement. Legacies of a Lifetime is not responsible for materials or orders left unclaimed for more than 30 days after completion of our service.

Image Quality

Your images will be scanned at 600 dpi unless otherwise requested. This is suitable for viewing online and making enlargements to approximately twice the original size, but the scans will not be museum-quality. We offer no guarantees about the quality of the scans. We will make a good-faith effort to resolve issues; however, we do not offer refunds.

Privacy and Security

Legacies of a Lifetime will not share your photographs, images, or contact information with a third party, unless you authorize us to contract with photo enhancement or restoration services on your behalf.

I have read, understand, and agree with the statements above.

Signature: _____ Date: _____