

Lotus Media



How to ship us your movies, slides, and negatives.

1. Find a box (or padded envelope for a single tape). If you are shipping a single tape, **USPS 1st class mail** is the way to go. Use either **USPS Flat Rate box** or **USPS Media Mail** for 5 tapes or more. Media Mail will be more cost effective, but it is slower and you have to provide the box.

Priority Mail is pricier, but it is faster and USPS provides the box for free! Make sure you get a **Flat Rate Box** (like the ones on the left), shipping Priority in a standard box can get expensive. Check [USPS.com](https://usps.com) for pricing info.



No post office nearby? No problem. We can provide a shipping label for a nominal fee. Just email us with your address and approximate shipping weight, and we'll email you a USPS label you can print at home.

2. Package it up. Complete the order form on the next page, and include it with the tapes. If you would like the tapes processed in a particular order (i.e. oldest to newest), please number them.
 - a. Optional. Enclose a thumb-drive (or external drive). Good option for 20+ tapes. Most folks opt for Cloud Delivery.
 - b. Optional. Email us at lotusmedia.us@gmail.com to give us the heads-up that the package is on the way and include any additional instructions.



3. Ship It.

Mail the box to:

Lotus Media

4304 Lake Washington Blvd SE

Bellevue, WA 98006

Thank you!! We'll be in touch when the transfer has been completed with the total balance due.

Lotus Media Order Form



(please complete and print this page and mail it with the tapes)

Name

Mailing Address (if different from Amazon order address)

Amazon Order Number

City, State, ZIP

Email Address

Phone Number

Delivery Options

Cloud Delivery
(\$5 per 8GB)
Output will be posted to
Google Drive for 30 days.



Flash Drive Purchase
(\$10 per 16GB)
An hour of footage
is roughly 1GB



**Self-Provided
Flash Drive/HDD**
(\$5 per 32GB)
Output will be posted to
Google Drive for 30 days.



Upgrades

Rush Processing
(+\$3 per tape)
Typical turn-around is a week.
Get your tapes back in 24-48
hours with Rush Processing.



Lifetime Backup
(+\$1 per tape)
Rest easy knowing the tapes are
permanently backed-up in our
data center.



DVDs
(+\$5 per tape)
Get machine-playable DVD for
just \$5 per tape per disc. Each
disc hold up to 2 hours of
footage.



Return/Recycle?

Recycle
(Complimentary)
All tapes retained for 30 days
after processing in case you
change your mind



Economy Return
(\$5 + \$.50/tape)
8-12 Business Days



Priority Return
(\$10 + \$1/tape)
3-4 Business Days



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