

# 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 1<sup>st</sup> 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](mailto: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 [support@lotusmedia.us](mailto:support@lotusmedia.us) 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

Company Name (if applicable)

City, State, ZIP

Email Address

Phone Number

Notes and Special Instructions

**Delivery Options**

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

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

**Self-Provided Flash Drive/HDD**  
(\$5 per 32hrs) (32GB)  
Best for orders of 20+ tapes 

**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

4304 Lake Washington Blvd SE Bellevue, WA 98006

[www.lotusmedia.us](http://www.lotusmedia.us) | (425) 243 2564 | [support@lotusmedia.us](mailto:support@lotusmedia.us)