



Sharon Stark, Owner • 913-579-4794 • 15909 W 152nd Pl, Olathe, KS

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Scanning Services and Pricing

We are dedicated to serving customers who are passionate about preserving their most precious family memories and desire Premium services and a personal approach. Experience peace of mind knowing we will help you create your ideal collection. Our knowledge and expertise mean you can finally enjoy a safe, searchable, and shareable collection that will delight you today and future generations for years to come! Need a custom solution? Let us know.

Scanning Packages*

- Packages include rotating to proper orientation and minimally compressed JPEG files unless otherwise noted.
- \$100 minimum charge for all projects. Due to high credit card fees, I currently accept cash or check only.

*If you have photos and items filling boxes and bins and have no time or desire to remove them from envelopes, sort or prepare and bundle them up, I can do it for you at an hourly rate. I will remove photos from frames, bags, and envelopes, remove sticky notes, clips, staples, etc., and even sort by categories such as by color and type of item. Contact me to discover how I can help make the process less stressful for you.

Shoebox Special – No Frills Scans

Prices are shown as 300 DPI/600 DPI scan resolution options

| SERVICE TYPE – Front Side Only | 1-250 (\$100 min) | 251-999 | 1000+ |
|---|----------------------|---------|---------|
| Loose, Standard Items ¹ | .39/.49 | .29/.39 | .26/.36 |
| Loose, Non-Standard Items – Regular ² | .60/.70 | | |
| Loose, Non-Standard Items – Large ³ | 1.00/1.25 | | |
| 1200 DPI Scans* – Add 25¢ per scan. Bundle separately and mark as 1200 DPI. Items will be scanned at the end of the order or each Custom Folder. | | | |

Photos must be loose and not in any processing envelopes, folders, etc. Place photos in shoeboxes or bins for large orders. See Customize It section for an option to have us remove/replace items from their packaging for you.

*Best for photos smaller than 3"x5" for reprints or use in photo books. Can enlarge up to 4 times its original size.

Treasured Memories Packages

These packages are perfect if your collection has items for which you want to capture both sides, such as:

- Photos with a date, name or place or a loved one's handwritten notes on the backsides
- Two-sided recipe cards or postcards
- Multi-page items such as old or fragile letters, programs, newspaper articles or even sheet music

Ensuring the digital image files stay together is imperative. Our unique numbering system keeps all related scans together for easy viewing and archival purposes. **Note:** It is often difficult to determine under which package your collection falls. If you are not sure which one fits, give us a call.

¹ **Standard:** Items in good to excellent condition; removed from envelopes or other packaging; no fragile, curled, thick backing, paper on back, sticky, etc.; sizes 2.5"x2" up to 8"x10" photos, Polaroids, postcards (writing side only) and some documents.

² **Non-Standard-Regular (Flatbed Scans):** Items that require special handling, such as fragile, curled, thick backing, paper on back, sticky, etc.; items that are smaller than 2.5"x2" or larger than 8"x10" up to 8.5"x14." Removed from envelopes or other packaging.

³ **Non-Standard-Large (Flatbed Scans):** Items that require special handling, such as fragile, curled, thick backing, paper on back, sticky, etc.; all items larger than 8.5"x14" up to 12.5"x18." Removed from envelopes or other packaging.



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Treasured Memories Standard-Dual Side Scans*

Prices are shown as 300 DPI/600 DPI scan resolution options

| SERVICE TYPE – Front and Back Side | 1-250 (\$100 min) | 251-999 | 1000+ |
|--|----------------------|---------|---------|
| Loose, Standard Items ¹ | .55/.65 | .45/.55 | .42/.52 |
| Loose, Non-Standard Items – Regular ² | .70/.80 per side | | |
| Loose, Non-Standard Items – Large ³ | 1.10/1.35 per side | | |
| 1200 DPI Scans¹ – Add 25¢ per scan. Bundle separately and mark as 1200 DPI. Items will be scanned at the end of the order or each Custom Folder. | | | |

*Perfect for collections with mostly Standard, newer photos in good to excellent condition and 10 or fewer Non-Standard items.**

¹Best for photos smaller than 3"x5" for reprints or use in photo books. Can enlarge up to 4 times its original size.

Per scan price applies to ALL items in your order.

If you do not want to preserve the back sides of all your items, simply bundle separately the ones you do and mark them as Dual Side scans. They will be scanned last or at the end of each applicable batch if using Custom Folders.

***Photos must be loose and not in any processing envelopes, folders, etc.** Place photos in shoeboxes or bins for large orders. See Customize It section for an option to have us remove/replace items from the envelopes, bags or other packaging for you if you are not using Custom Folders.

Treasured Memories Heritage-Non-Standard Dual Side, Multi-Page Scans

If most of your items will require scanning both sides using the flatbed scanner (Non-Standard items), you will need this package. Due to the extra time investment and complexity of scanning both the front and back sides of loose, heritage photos and multi-page items such as letters, programs and newspaper clippings, as well as renaming the files in a format that ensures they stay together and in the proper order, we charge by the hour.

It is crucial that your files are appropriately named to preserve the integrity of the information for historical and genealogical purposes and not risk them being lost or separated. The extra effort helps ensure your family history stays intact and is meaningful to future generations.

Please contact us for more information and pricing.

¹ **Standard:** Items in good to excellent condition; removed from envelopes or other packaging; no fragile, curled, thick backing, paper on back, sticky, etc.; sizes 2.5"x2" up to 8"x10" photos, Polaroids, postcards (writing side only) and some documents.

² **Non-Standard-Regular (Flatbed Scans):** Items that require special handling, such as fragile, curled, thick backing, paper on back, sticky, etc.; items that are smaller than 2.5"x2" or larger than 8"x10" up to 8.5"x14." Removed from envelopes or other packaging.

³ **Non-Standard-Large (Flatbed Scans):** Items that require special handling, such as fragile, curled, thick backing, paper on back, sticky, etc.; all items larger than 8.5"x14" up to 12.5"x18." Removed from envelopes or other packaging.

Every album and scrapbook is unique and some might require creative methods to preserve them, especially the magnetic-type albums. If you have questions about your albums or scrapbooks, please contact us.

| <i>Photo Albums and Scrapbooks</i> | |
|--|--|
| <p>Non-Standard Albums – magnetic albums and other types in which the photos are glued or cannot be removed from the page.</p> <p>NOTE: Albums that require extra work such as re-attaching loose photos or cleaning the scanner glass due to adhesive transfer from magnetic pages are done at a rate of \$75 an hour. For albums that require only a small amount of extra work, an added fee might be charged based on the difficulty and time required. Contact me for more details.</p> | <p>OPTION 1: Full page scan only. 300 DPI--\$1.55 per side; 600 DPI--\$1.80 per side</p> <p>OPTION 2: Scan page and crop out each photo. The Non-Standard scan price per cropped photo applies, plus \$.50 per side of page.</p> |
| <p>Standard Photo Albums – pocket type albums, flip albums, heritage albums that use corner tabs to hold the photos in, etc., in which photos can be removed and replaced without damaging them.</p> | <p>\$.15-\$.20 to remove and \$.15-\$.20 to replace per photo, depending on the type of album and ease of removing, plus the scan price. Call for more information if you are not sure if your album falls into this category.</p> |
| <p>Scrapbooks – up to 12.5"x18"</p> <p>NOTE: There is a per-page fee to remove/replace page protectors, or you can remove/replace them yourself. Contact us for more details if you want us to do it for you.</p> | <p>Full page scan only. 300 DPI--\$1.55 per side 600 DPI--\$1.80 per side</p> |

Kid's Artwork

| SERVICE TYPE – Per Side | 1+ Items (\$100 minimum) | |
|--|-----------------------------|---------|
| Resolution | 300 DPI | 600 DPI |
| Up to 8.5" x 14" | 1.00 | 1.10 |
| Larger than 8.5" x 14" up to 12.5" x 18" | 1.20 | 1.35 |

Preserve items from throughout the years to represent the child's artistic expression and progression. A fun and rewarding project!

Note: Artwork that has thick or bulky items glued to the page will not always produce a bright enough scan. We always do our best to get the finest result possible.

| <i>Additional Services</i> | |
|---|---|
| <p>Panoramic Photos – create a panoramic (full) photo from multiple scans of an oversized photo or document.</p> | <p>Price varies based on size of item and number of scans required. Call for details.</p> |
| <p>Photo Removal from Frames – Will remove backing and photo from frame. Scanning of photo charged separately.</p> | <p>Price varies based on type and size of frame. Call for details.</p> |

| <i>Media Options</i> | |
|--|---|
| Flash Drives USB type-A ports; Mac/PC compatible | 16GB--\$15.00; 32GB--\$25.00; 64GB--\$40.00 We cannot transfer files to customer-supplied drives. |
| Web Download Link – from our Cloud to your Computer | Free. You have at least 90 days to download your files. You can also share this link with family and friends. |

| <i>Customize It</i> | |
|---|---|
| Custom Folders Get back organized folders with matching filenames instead of 0001.jpg, 0002.jpg! Simply batch your photos into envelopes, bags or boxes and provide your desired name. | \$1.50 per folder (up to 44 characters/spaces allowed) \$4.99 per folder (more than 44 characters) This requires renaming the files, which take more time, but you get the exact name you want. |
| Loose Photo Removal and Replace We will remove and/or replace photos from each envelope, bag or packaging if you are not using Custom Folders. | Add \$.20 per individual packaging. |
| Convert 600 DPI files to 300 DPI^{1,2} 600 DPI files can be too large for many purposes. 300 DPI is better suited for sharing, creating videos, online digital scrapbooks, and viewing on TVs and digital frames. | Required for creating online digital scrapbooks and ebooks.² Highly recommended for when the file size is an issue. |
| Auto color/brightness/contrast/sharpening enhancement (Kodak Perfect Touch Technology) Important: For select photos only, bundle them separately and mark as Color Enhancement. | \$5.00 per each batch of 25 photos OR to have all photos enhanced, multiply \$.15 by every photo in your order. NOTE: You always want the original files. With us, you receive the original files and the enhanced ones! |
| Cropping (remove unsightly black bars around edges) ³ | Multiply \$.10 by every photo in your order. ³ |

¹ Save your 600 DPI scans for archival purposes, doing major edits or cropping out photos from album/scrapbook page scans, and getting reprints in twice the original size. Enjoy a 2nd set of files converted to 300 DPI that take up less space, work more efficiently for creating online digital scrapbooks, videos and other photo projects where file size is an issue, and allow for reprints in the original size. Conversion sample: 2,300 photos at 600 DPI = 14 GB. Converted to 300 DPI = 4.85 GB. A 9 MB 600 DPI file converted to 300 DPI is reduced to 1.74 MB.

² Creative Memories 12"x12" scrapbook page sample: 600 DPI = 57.2 MB; 300 DPI = 9.29 MB. Companies usually require no higher than 300 DPI and have either an individual or per project file size maximum such as less than 30 MB per file or 2GB per project.

³ Per photo cropping not available. Applies to all photos in your order.

COPYRIGHT: We cannot scan photos for which you don't own the copyright or have the "right to print" (e.g., school & wedding photos) without the written permission of the copyright owner. Please don't include them in your order without the signed permission.

PAYMENT: Due to high credit card fees, I currently accept cash or check only. A 50% deposit may be required. Final amount may vary depending on how certain items need to be scanned. We reserve the right to select the best scanning option to protect your items and our equipment. This may result in an amount higher or lower than what you might have estimated. Scan options are discussed when your order is taken. Balance plus tax due at pick up. Pick up and payment expected within 7 days after the invoice is sent.