



## SERVICES AND PRICE LIST

Enjoy peace of mind having your photos and memorabilia organized and preserved by a **Certified Professional Photo Manager**. Your irreplaceable memories deserve the best. Our expert advice and knowledge will help ensure you have your ideal collection organized and preserved in the highest quality that you can enjoy now and leave as a beautiful family legacy!

### What You Get – The Shoebox Photo Scans Difference

You get a personalized experience with every service and can choose the customization level that fits your needs. Whether you are an organized or DIY person or prefer to leave some things to the professionals, you will find the perfect match to achieve your individual archival goals!

#### Standard Scanning Services Include:

- Complimentary 20-minute phone consultation: you share what you want to preserve and your "why," and we'll advise you on how we can best help you achieve your ideal collection
- Personal appointment time to drop off and pick up your photos
- Our Signature pre-scan white-glove dust removal for the most beautiful images possible
- Rotating to the proper orientation, multiple reviews and delivered as minimally compressed JPEGs
- Option to mix various scanning resolutions and services
- Your scans backed up for safekeeping (kept for 90 days, so you have time to make multiple backups)

### What to Expect – Incredible Features to Help Create Your Ideal Digital Collection

- Professional, high-quality equipment that delivers high-quality scans
- Detail-oriented approach using a high-end process and archival best practices that deliver superior results
- Knowledgeable, trained and experienced – over seven years and hundreds of hours of ongoing education to continue providing you with the most safe, searchable, shareable and accessible digital collections possible
- Plenty of personalized options to best meet your needs and archival goals

### Scan Resolution Options

**Enjoy our unique SIGNATURE SCAN RESOLUTION SELECTION SERVICE:** You will not find this anywhere else! You don't need to worry about the ideal scan resolution for every item in your collection. You select 300 or 600 DPI for your collection, and we'll scan select items at the most appropriate DPI based on archival preservation standards so you and future generations can experience maximum enjoyment and functionality.

- **300 DPI** (standard quality; can print or reprint in original size only with good results; minimum DPI for best results to view a 4x6 inch photo on an HDTV; smaller photos look better using a higher DPI)
- **600 DPI** (archival quality; can print up to twice the original size with good results; perfect for creating photo books and for more viewing and restoration options now and in the future)
- **1200 DPI** (can print up to four times the original size with good results—recommended for special photos 3"x5" or smaller to ensure the image quality will be sufficient for quality reprints, printing in a photo book or viewing on an HDTV)

### Payment Options

Cash or local check (sorry, no credit cards). A 50% deposit may be required. The final amount may vary depending on how specific items need to be scanned. We reserve the right to select the best scanning method 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 finalized 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 unless otherwise agreed upon.

## FIRST THINGS FIRST – SAFE AND PERMANENT CLOUD STORAGE

Getting your family memories preserved is great, but if you don't have a safe backup plan, all could be lost in an instant. Even doing multiple backups isn't enough. What happens when the family historian passes and no one knows where the family history is stored or how to access it? Setting up a permanent storage account is an essential pre-scanning first step!

[Sign up for a free 2GB account with FOREVER through our Ambassador account](https://bit.ly/FOREVERwithSharonStark) (https://bit.ly/FOREVERwithSharonStark) to take a test drive and learn more. Or contact us to see how FOREVER can keep your legacy (including documents, audio and video) safe, organized, searchable, shareable and accessible for over 100 years!

**Please note that there is a \$100 minimum scanning/organizing charge. Flash drives or other physical items and tax do not count toward the minimum.**

## SHOEBOX SPECIAL SCANNING

(Hand-fed through our Professional Photo Auto Scanner)

LOOSE PHOTOS ONLY* (2.5"x2" up to 8"x10")	300 DPI Front Side	300 DPI Dual Side**	600 DPI Front Side	600 DPI Dual Side**	1200 DPI
1-750	\$0.45	\$0.62	\$0.55	\$0.72	\$0.25 extra per scan
751-5000	\$0.35	\$0.52	\$0.45	\$0.62	\$0.25 extra per scan
5001+	\$0.30	\$0.47	\$0.40	\$0.57	\$0.25 extra per scan

\*Must be in good condition and Ready-to-Scan. Prints removed from albums such as sticky/magnetic or paper ones might be **excluded** from this service as they often have residue or paper stuck to the backside that can damage the auto scanner. Contact us for information and options before removing any photos from these albums or preparing them for auto scanning.

\*\*Price applies to ALL items in your order. See A la Carte Dual Side Scans in Customize Your Order section if you want only select photos done.

## SPECIALITY SCANNING

(Scanned on our Professional Flatbed Scanner)

LOOSE ITEMS* (Up to 12"x18")	300 DPI	600 DPI	1200 DPI
Photos	\$1.10 per scan	\$1.30 per scan	\$0.25 extra per scan
Non-Photo Item (Documents, letters, cards, memorabilia, certificates, etc.)	\$1.25 Starting at per scan	\$1.50 Starting at per scan	\$0.25 extra per scan
Kids Artwork	\$2.00	\$2.40	\$0.25 extra per scan
Items larger than 12" x18"	Items are scanned in sections and then "stitched" together using software. Charged at a rate of \$85 an hour.		

\*Can be of any type, in any condition or shape and must be Ready-to-Scan.

### Services for the Shoebox Special and Specialty Scanning Include:

<ul style="list-style-type: none"> <li>Standard Scanning Services, including our <b>Signature Scan Resolution Selection Service</b></li> </ul>	<ul style="list-style-type: none"> <li>Photos can be organized into Custom Folders (see Customize Your Order section)</li> </ul>
<ul style="list-style-type: none"> <li>Scanning in the safest and most efficient manner. Exact order is not guaranteed (request the optional Scan in Order service if you need them scanned in the exact order)</li> </ul>	<ul style="list-style-type: none"> <li>Our Unique Dual Side File Naming System ensures related scans stay together</li> <li>Limited cropping provided on excessive borders only</li> </ul>

Don't have time to get your items in Ready-to-Scan condition? We can help. See Print Organizing Services.

Refer to the Preparation Guide for all requirements, scan prep instructions, options and other important information.

## ALBUMS AND SCRAPBOOKS

	300 DPI	600 DPI
<b>Creative Memories-Type Scrapbook Full Page</b>	\$1.85 per scan You provide without page covers	\$2.10 per scan You provide without page covers
	\$2.35 per scan We remove and replace page covers	\$2.60 per scan We remove and replace page covers
<b>Crop out Individual Photos from Full Page Scan</b>	Not available	\$.35 per cropped image
<b>Album Photo Removal and Replace</b> From albums in which the photos can be easily slipped in and out.	Starting at \$.20 to remove and \$.20 to replace	
<b>Other Albums and Scrapbooks*</b> Magnetic/sticky albums, heritage/fragile albums, bound albums, and other types of albums and scrapbooks. Contact us if you have any questions.	Scanned at our rate of \$85 an hour <b>Scan Options:</b> <ul style="list-style-type: none"> <li>▪ Full Page Scans</li> <li>▪ Crop Out Individual Photos</li> </ul>	Whether your photos are stuck to the page, need to be reattached temporarily to maintain the page's integrity, or the pages need kid-glove handling, we can preserve them.

\*Every album and scrapbook have its own unique handling and scanning challenges. Depending on the condition of the album and your desired goals, we may need to, for example, clean the scanner glass often due to adhesive transfer or temporarily reattach loose photos to get a mirror image of the full page. Due to the many unknowns with each album, we scan at our hourly rate to ensure proper handling and the best outcome. Contact us if you have any questions.

### Scanning Services Include:

<ul style="list-style-type: none"> <li>▪ Pre-scan photographing of each album or scrapbook page in its original order as a backup to ensure digital images are delivered in the exact order</li> </ul>	<ul style="list-style-type: none"> <li>▪ We can scan with or without the Jeeped™ edge on Creative Memories scrapbooks</li> </ul>
<ul style="list-style-type: none"> <li>▪ Creative Memories-type scrapbooks scanned in 600 DPI also include a 300 DPI version for creating online digital scrapbooks and ebooks</li> </ul>	<ul style="list-style-type: none"> <li>▪ Unbinding and re-binding of albums and scrapbooks</li> </ul>
<ul style="list-style-type: none"> <li>▪ Albums and scrapbooks can be organized into Custom Folders (see Customize Your Order section)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Limited cropping provided on excessive borders only</li> </ul>

## PRINT ORGANIZING SERVICES

The ultimate solution! If you have boxes of photos and memorabilia and haven't the time, expertise or desire to inventory, select, sort, organize and/or prepare them. You'll enjoy the white glove service and expert photo preservation skills offered by a Certified Personal Photo Manager.

You can customize by selecting from the following services that best meet your needs!

### Summary of Collection – Know What You Have

- Take an inventory of your collection and provide a written summary of all items

### Level of Organization – We Can Organize Your Collection in One of Two Ways

- Platinum:** Organize into the personalized Categories that work best for you, such as by person, year(s), themes, events
- Premium:** Organize into broad Categories, for example, Color Photos, Black and White Photos, Documents, School Photos, Portraits, Pets, Postcards, Recipe Cards, Memorabilia, Letters. We can also create easily identifiable Sub-Categories if desired. For example, under Black and White Photos you can have folders by size or format type (scalloped, square with dates, metal) which provides helpful timelines and makes it easier to organize later by date or category.

### Sorting Services

- Sort through and select the most important photos that tell your story based on your desired preservation goals
- Exclude specific types of photos such as landscapes, flowers, scenery, zoo animals or those without people
- Eliminate blurry, duplicate, near duplicate and bad images (as best we can)
- Remove types of items you do not want scanned, such as documents, postcards, birthday cards and brochures
- Sort through and bundle any special scanning requests such as A la Carte Dual Side Scans or a different DPI for specific photos

### Getting Items in Ready-to-Scan Condition

- Remove items from separate envelopes, folders, bags, frames, etc., and replace them if desired (replacing items is not possible with all frames)
- Remove extraneous items such as paper clips, sticky notes and staples
- Complete any other tasks as needed

### Extras – Create the Ultimate Archival Collection for Safety, Longevity and Accessibility

- Return your prints in archival-safe photo boxes (Optional service. Boxes and materials are extra.)
- Add tags/keywords/descriptions as metadata where possible to the digital image files. See Metadata Services section. (Optional service.)
- Upload your digital image files to your FOREVER cloud storage account. (Optional service. Requires purchase of FOREVER storage through our [Ambassador link](#).)

### HOW IT WORKS

For the Platinum Organizing Service, we begin with a complimentary 20-minute Discovery Consultation to discuss your collection and goals. If we agree it makes sense to work together, we'll discuss options and next steps during a paid session to get the ball rolling. Platinum Organizing Services are available starting with a 12-hour package at the rate of \$85 an hour. This covers consultation sessions, creating an inventory of your collection and starting the sorting process. Additional packages are available in 4, 8 or 12-hours as needed. Because every project is different, we do not offer estimates; however, we keep you updated on our progress so you know the status along the way.

Premium Organizing and all other services are provided at our rate of \$85 an hour with a 30-minute minimum.

## CUSTOMIZE YOUR ORDER

<b>Custom Folders</b> 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.	\$2.00 per folder (up to 44 characters/spaces allowed) \$3.99 per folder (more than 44 characters) This requires manually renaming.
<b>Convert 600 DPI files to 300 DPI<sup>1,2</sup></b> Highly recommended for when the file size is an issue and for sharing.	<b>IMPORTANT: 300 DPI is required for creating online digital scrapbooks and ebooks.<sup>2</sup></b> Conversion is provided at our rate of \$85 an hour. Included Free with Creative Memories-type Scrapbook scans.
<b>Auto color/brightness/contrast/sharpening enhancement (Kodak Perfect Touch Technology)</b> <b>Important:</b> For select photos only, batch them separately and mark them 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. <b>NOTE:</b> You always want a copy of the original files. With our Signature Archival Service, you receive a copy of the original files along with the enhanced ones!
<b>Cropping</b> (remove unsightly black bars around edges)	\$.10 extra per item (applies to all items in your order)
<b>Scan in Order</b>	\$.05 extra per item (applies to all items in your order)
<b>A la Carte Dual Side Scans</b>	\$.20 extra per Side. Must be bundled separately. See Prep Guide for instructions.

<sup>1</sup>Save your 600 DPI scans for archival purposes, doing major edits, cropping out photos from album/scrapbook page scans, and enlargements. Enjoy a 2<sup>nd</sup> 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. 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.

<sup>2</sup>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.

## MEDIA OPTIONS

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

**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 copyright owner's written permission. Optionally, you can sign our Copyright Infringement Release when you drop off your project.