

Lotus Media



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

1. Label the tape(s). Affix a return address label to each tape. If mailing in multiple tapes, you can use the label area to number the tapes 1-n with a marker.



2. 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://www.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:support@lotusmedia.us) with your address and approximate shipping weight, and we'll email you a USPS label you can print at home.

- a. Package it up. Complete the order form on the next page and include it with the tapes. If you like, email us at 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/envelope 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)
Standard Processing time is 10 business days. Your files will be ready in just 2 days with Rush.
- 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

Tape Repair Opt-out. We offer basic tape repair services for \$10, the fee covers up to two (2) splices. We will attempt to repair the tape if it does not play. We'll be in touch if more advanced repair is needed. Please check this box if you do not wish to have your tapes repaired.

Copyright Release. Please check this box and sign/date the statement below if the materials to be digitized are copyrighted.
I agree to only use the produced digital file(s) for personal (non-commercial) use.

(printed name)

(signature)

(date)

4304 Lake Washington Blvd SE Bellevue, WA 98006

www.lotusmedia.us | (425) 243 2564 | support@lotusmedia.us