

Name \_\_\_\_\_

Email \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

**Photos / Documents / Slides / Negatives / to Scan**

Please group your items. Separate each group by placing them in an envelope, rubber banding the group together or placing them in a small box. Then title each group based on the type of items in each group. Titles can be dates, themes, individual's names, etc.

Photos and Documents: place sticky note on BACK of item with instructions. Or put in separate envelope.

Slides and Negatives: put in separate envelope with instructions.

Be sure to state which group the items in separate envelopes belong to so they can be scanned with their appropriate group. Or just put them in the group with their special instruction envelopes.

List the groups in the order you wish to have them scanned. Items will be titled group\_name.0001, group\_name.0002, etc.

**Scanning Options**

	<b>Title of Group</b>	<b># of items</b> (approximate)	<b>Contents</b> (photo, slides or negatives)	<b>DPI</b> To be scanned at
Group 1				
Group 2				
Group 3				
Group 4				
Group 5				
Group 6				
Group 7				

Group 8				
Group 9				
Group 10				
Group 11				
Group 12				

(print multiple sheets if more space is required)

Special Instructions

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**MAIL MATERIALS TO: DIGITALLY YOURS, 7701 RIDGELAND DRIVE, BISMARCK, ND 58503**