

SERVICES AND PRICE LIST

Enjoy peace of mind by 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 Terms

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 you or I might have estimated. Scan options are finalized when your order is taken. Balance plus tax due at pickup. Pick-up and payment are expected within **7 business days of the Invoice Date** unless otherwise agreed upon. See important Terms and Late Fees at the end of this document.

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	600 DPI	1200 DPI
	\$0.50	\$0.60	\$0.25 extra per scan

*The prints 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.

SPECIALITY SCANNING

(Scanned on our Professional Flatbed Scanner)

LOOSE ITEMS* (Up to 12"x18")	300 DPI	600 DPI	1200 DPI
Photos	\$1.20 per scan	\$1.40 per scan	\$0.25 extra per scan
Non-Photo Item (Documents, letters, cards, memorabilia, certificates, etc.)	\$1.35 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 and 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:

Standard Scanning Services, including our Signature Scan Resolution Selection Service	Photos can be organized into Custom Folders (see Customize Your Order section)
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)	Limited cropping provided on excessive borders only

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

ALBUMS AND SCRAPBOOKS

	300 DPI	600 DPI
Creative Memories-Type Scrapbook Full Page	\$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
Crop out Individual Photos from Full Page Scan	Not available	\$85 an hour
Album Photo Removal and Replace From albums in which the photos can be easily slipped in and out of pockets or corner tabs.	Starting at \$.20 to remove and \$.20 to replace. For larger projects, removing, replacing and scanning by the hour is often cheaper. You will be charged by the photo or by the hour, whichever is less.	
All Albums and Scrapbooks* Magnetic/sticky albums, heritage/fragile albums, bound albums, and other types of albums and scrapbooks.	Scanned at our rate of \$85 an hour Scan Options: - Full Page Scans - Crop Out Individual Photos	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.

*Each album and scrapbook has 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 whole 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:

- Pre-scan photographing - of each album or scrapbook page in its original order ensures that digital images are delivered in the exact order.	We can scan with or without the Jeeped™ edge on Creative Memories scrapbooks.
Creative Memories-type scrapbooks scanned in 600 DPI can be converted to a 300 DPI version for creating online digital scrapbooks and eBooks. (Hourly rate applies.)	Unbind and re-bind albums and scrapbooks as needed. (I will always do my best to re-bind and return the album to its original state, but I cannot guarantee it depending on the age and condition of the item.)
Albums and scrapbooks can be organized into Custom Folders. (Additional fee. See Customize Your Order section.)	Limited cropping provided on excessive borders only

CUSTOMIZE YOUR ORDER

Custom Folders Get back organized folders with matching filenames instead of 0001.jpg and 0002.jpg! Simply batch your photos into envelopes, bags, or boxes and provide your desired name. You can custom name your albums/scrapbooks as well.	\$2.00 per folder (up to 44 characters/spaces allowed) \$3.99 per folder (more than 44 characters). This requires manual renaming.
Convert 600 DPI files to 300 DPI^{1,2} Highly recommended for when the file size is an issue and for sharing.	IMPORTANT: 300 DPI is required for creating online digital scrapbooks and ebooks.² Conversion is provided at our rate of \$85 an hour.
Cropping (remove unsightly black bars around edges)	\$85 an hour
Scan in Order: Select this if you require an exact order. (Standard scanning is done in the most efficient manner, which means flatbed, 1200 DPI, and dual scans are done at the end of each batch, folder, or scan session.)	\$.15 extra per item (applies to all items in your order)
Back-Side Scans (Small batches only). Do you want to retain the information and handwriting on the back sides of important or heritage photos?	Applicable per scan price applies. Items must be bundled separately. See Prep Guide for instructions.

¹Save your 600 DPI scans for archival purposes, doing major edits, cropping out photos from album/scrapbook page scans, and enlargements. Enjoy a 2nd set of files converted to 300 DPI that take up less space and 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.

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

MEDIA OPTIONS

Flash Drives USB type-A ports; Mac/PC compatible	16GB--\$15.00; 32GB--\$25.00; 64GB--\$50.00 We cannot transfer files to customer-supplied drives.
Web Download Link – from our Cloud to your Computer	\$10.00. 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.

ADDITIONAL TERMS

- **PICKUP AND DROPOFF TIMES:** By appointment only. I'm usually available Monday through Friday, 11:00 a.m. to 5:00 p.m. I am not available on weekends or holidays.
- **PAYMENT OPTIONS:** I accept a local check or cash only. If an out-of-town check is required, payment must be made before the pickup appointment to ensure the check clears.
- **TIMELY PAYMENT AND PICKUP:** Payment and pickup are due in Full by the Invoice Due Date, which is usually *7 business days* from the Invoice Date unless other arrangements have been agreed upon before the invoice is sent. Timely pickup and payment are appreciated.
- **FINANCIALLY RESPONSIBLE PARTY:** The person dropping off the project is assumed to be the financially responsible party. If another party, e.g., an estate, trust, or relative, will pay the invoice, please let me know before the project is dropped off.
- **SINGLE PAYMENT ONLY:** Payment cannot be split between two or more parties.