



25864 Flintonbridge Drive, South Riding, VA 20152
(703) 626-1228 | shoeboxmemories.net

Order Form

Customer Info: Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone Numbers: (Mobile) _____
☐ *Ok to communicate via text*
Email Address: _____

Shipping Info: ☐ *I'll pick up my order* ☐ *Check if same address as above*
Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone Numbers: (Mobile) _____

How Soon Do You Need Your Order Completed?

Requested Completion Date: _____

(approx. 1-3 weeks for most orders; larger orders may take longer, email/call for an estimate.)

How Did You Hear About Shoebox Memories?

☐ AI recommendation ☐ Google Search ☐ Referral: _____

Other: _____

Please indicate any special requests here. If you need a service that's not listed – please ask us!

Order Agreement

Our Guarantee

Your satisfaction is completely guaranteed. If there is a problem with your order due to our mistake, we will make every reasonable effort to resolve the issue. In the event we are unable to do so, we will refund your money minus the cost of shipping and handling incurred. Please contact us to obtain a Return Authorization #.

Damage Liability

Shoebox Memories LLC cannot be held responsible for any damage to your materials during transportation. For that reason, we highly recommend that you create duplicates. In addition, it is recommended that you ship your package to us using a traceable and reliable shipping service. We will do the same when sending the final product back to you.

Copyright Liability

It is the client's responsibility to ensure that you are in compliance with copyright law. By signing this order agreement you are confirming to us that you are authorized to use all photographs, videos and musical works to be used in the creation of your order. Shoebox Memories LLC is not responsible for verifying this information, and is hereby released of the liability. We reserve the right to refuse orders, at our discretion, that include questionable content.

Further, copyright law prohibits unauthorized duplication and distribution of the DVD slide shows created by Shoebox Memories LLC without its expressed permission.

Privacy Promise

Shoebox Memories LLC promises that we will never intentionally sell, rent, lease, or otherwise disclose your contact information to any third-party organizations for their use. Your contact information will only be used by Shoebox Memories LLC, and only for Shoebox Memories LLC marketing and order-related communications. Shoebox Memories LLC uses third-party service providers for some operational requirements but will make every reasonable effort to protect your information as we would our own.

Payment Agreement

Payment is due to Shoebox Memories LLC upon notification of project completion to the client. If Shoebox Memories LLC does not receive full payment within 14 days of the notification date, the client agrees to pay a late payment fee of 5% for each full/partial week of delinquency until the payment is made in full.

In the event of a returned personal check, the client agrees to pay a \$50 fee plus the total order amount. Payment will be due immediately in the form of credit card payment or cash only.

Should this account be referred to an attorney for collection, the client agrees to pay reasonable attorney fees and costs.

Acknowledgment

I am entering into an agreement with Shoebox Memories LLC for the services rendered. I understand that full payment is due before delivery of the completed project. I am hereby confirming that I have permission to use all materials provided to Shoebox Memories LLC to be used in this project, including any photographs, slides, negatives, videos, musical works (as applicable) and accept full responsibility for any copyright liability. I acknowledge that I have read and agree to the terms of the agreement as denoted in the Order Agreement.

Signature: _____ Date: _____

Print Name: _____



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Order Form

SCANNING SERVICE	Unit	Qty.	Subtotal
Film Negative / 35mm Slide Scanning Services Scan to <input type="checkbox"/> JPG or <input type="checkbox"/> TIF, 4000 dpi resolution, cropping, Digital ICE, photo adjustments.	\$1.25		\$
Photo Scanning Services Scan to <input type="checkbox"/> JPG or <input type="checkbox"/> TIF, cropping, 800 dpi resolution, photo adjustments.	\$1.25		\$
<input type="checkbox"/> Download (Default) <input type="checkbox"/> USB (+\$15 each) <input type="checkbox"/> External hard drive (+\$80 each)			\$
TAPE TRANSFER/CONVERSION SERVICE	Unit	Qty.	Subtotal
Common Tape Formats (VHS, VHS-C, S-VHS, Digital8, 8mm, Hi8, MiniDV formats)			
Videotape-to-Digital Video Service Converts your videotape to MP4 digital video format. Suitable for editing on your computer or sharing. One file per videotape.	\$20.00		\$
MP4 - <input type="checkbox"/> Download (Default) <input type="checkbox"/> USB (+\$15 each)			
AVI - <input type="checkbox"/> External hard drive required (+\$80 each)			\$
EXTRA ADD-ONS			
Custom Work (minimum 1 hour) – Hourly Rate: \$50	\$50.00		\$
External Hard Drive – Typically 2 TB. Perfect for storing your digital files.	\$80.00		\$
DVD to Digital Files	\$15.00		\$
Additional DVD Copies	\$15.00		\$
Additional USB Copies	\$15.00		\$
Shipping & Handling - We ship by USPS Priority Mail. Cost varies by weight and distance. Minimum \$10.00.	S & H		\$
Notes	SUBTOTAL		\$
	Sales Tax		\$
	TOTAL ORDER		\$
* Minimum order size: \$30.00 (Scanning); \$100 (Film transfer/conversion)			
** Payment methods: Credit Cards, Check or Cash			

STEP 1 – Organize Your Materials**Scanning Your Photos/Slides/Negatives**

Organize your materials. If you want them scanned in a certain order/grouping, please make sure to organize them accordingly. We will scan them based on your groupings as best as we can.

Videotape to Digital Conversion

Organize your videotapes. Your videotapes will be converted to a Digital MP4 File, and the name will be based on any visible labels. When completed, video files will be made available for you to download (available for 30-days).

*If preferred, we can copy video files to an external hard drive (optional, additional cost). An external hard drive can be provided by you or purchased by Shoebox Memories on your behalf.

STEP 2 – Fill Out the Order Form

Please complete the order form. Select the services and quantities that you want and indicate any special requests on the front page. Be sure to sign the agreement.

STEP 3 – Send Everything to Us. Be sure to include the Order Form!

Drop Off: Please contact us to schedule an appointment for drop off. Text 703-626-1228 or email us at info@shoeboxmemories.net

By Mail: Contact us first to let us know to expect your order. Then send your materials along with the completed order form to *Shoebox Memories LLC, 25864 Flintonbridge Drive, South Riding, VA 20152-4802*. We will text/email you when we receive your order.

Recommendations:

1. Provide adequate protection for your materials (eg, ziplock bags to keep out moisture, bubble wrap or newspaper for cushioning) to avoid damage during shipping;
2. Ship using a reliable and traceable shipping service (eg, FedEx, UPS, etc) with a tracking no.

Need it in a hurry? Completion times will vary with the size of your order. If you want to guarantee completion in a certain period of time, please contact us to check our availability first.

STEP 4 – Submit Payment & Arrange for Delivery/Pick-Up

Upon completion of your order, you will receive an invoice with instructions for payment via email. Payment can be made by check, credit card, etc. Payment can be made online or when you pick-up if you like. If you are having your order shipped to you, we must receive your check before your order will be shipped.

Delivery: Once payment is received, we will send your digitized and original materials to you. Shoebox Memories uses USPS as our primary shipping service.

Pick-Up: Please contact us to schedule an appointment for pick-up.

QUESTIONS? – *Feel free to contact us...*

(703) 626.1228 -- text or call us
info@shoeboxmemories.net