

Today's Date: _____

Customer Info: Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone Numbers: (day) _____ (evening) _____
Email Address: _____

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

How Soon Do You Need Your Order Completed?

- ☐ **Standard completion turnaround** (approx. 1-3 weeks for most orders; orders with more than 100 items may take longer, email/call for an estimate.)
☐ **Rush Order** (+25% Rush Fee; \$50 minimum) Requested Completion Date: _____

Referrer (How Did You Hear About Shoebox Memories?)

Sign Up for Our Mailing List (for special announcements, coupons. Strictly for use by Shoebox Memories LLC)

☐ Yes ☐ No

May We Use Your Order in Marketing Efforts?

Yes ☐ No ☐

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 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 (<http://bit.ly/1TgjCMk>).

Signature: _____ Date: _____

Print Name: _____

Storage Choice (circle one): **Download** **DVD-R** **USB Drive** **External Hard Drive**
(default) (+\$0) (+\$0) (+\$80 or you provide)

DVD Title (if applicable): _____

File Format (for Premium Film/Slides only): **TIF** **JPG** (default selection)

Total # of Copies of the Final DVD: _____

Notes/Comments: _____

ITEM	EA.	Qty.	Subtotal
<input type="checkbox"/> Film Negative / 35mm Slide Scanning Services - STANDARD Scan film and slides to JPG. 2000 dpi resolution, cropping, Digital ICE.	\$0.90		
<input type="checkbox"/> Film Negative / 35mm Slide Scanning Services - PREMIUM Scan film and slides to JPG or TIF. 4000 dpi resolution, cropping, Digital ICE, photo adjustments.	\$1.15		
<input type="checkbox"/> Photo Scanning Services - STANDARD Scan film and slides to JPG, cropping, 400 dpi resolution.	\$0.75		
<input type="checkbox"/> Photo Scanning Services - PREMIUM Scan film and slides to JPG, cropping, 800 dpi resolution, photo adjustments.	\$1.00		
Optional Extras:			
Album or Airquipt Service Charge If we need to remove photos from an album or slides from metal frames, there is an additional per affected photo/slide service charge.	\$0.25		
External Hard Drive We can purchase an external USB hard drive and provide your scanned photos / videos on it.	\$80.00		
Copies on USB Drive Volume discounts available after 5 copies: 1-5 copies = \$10 ea; 6-10 = \$9 ea; 11-20 = \$8 ea	\$10.00		
Copies of the CD/DVD Volume discounts available after 5 copies: 1-5 copies = \$10 ea; 6-10 = \$9 ea; 11-20 = \$8 ea	\$10.00		
Rush Service Rush service is an additional 25% with a \$50 minimum.	Rush Service Fees		\$
Shipping & Handling We ship primarily by FedEx. Cost varies by weight and distance, but is typically \$12 - \$25.	S & H		\$
	SUBTOTAL		\$
Sales Tax Virginia residents and clients planning to "pick up" finished orders must add 6.0% VA sales tax	Sales Tax		\$
	TOTAL ORDER		\$
* Minimum order size: \$30.00			
** Payment methods: Credit Card, PayPal, Checks or Cash			