

**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! Choose between having your videotapes converted to a Digital Video File (MP4 or AVI) (AVI is useful for editing videos on your computer) or DVD (playable in a DVD player or computer).

- ◆ For MP4 orders (default), video files will be made available for you to download. \*External hard drive is an option.
- ◆ For AVI orders, these large video files must be provided to you via an \*external hard drive.

DVD option available for additional fee. For DVD orders, each video file will be transferred to a single DVD by default, but we can also combine multiple video files onto a single DVD (up to 2 hours). If choosing consolidation, please number the videotapes in the desired order and/or group them by DVD.

\*An external hard drive can be provided by you or purchased by Shoebox Memories on your behalf.

**Film to Digital Conversion**

Organize your film reels! Choose between having your videotapes converted to a Digital Video File (MP4 or AVI) (AVI is useful for editing videos on your computer) or DVD (playable in a DVD player or computer).

- ◆ For MP4 orders (default), each film reel will be converted to a video file. Video files will be made available for you to download. \*External hard drive is an option.
- ◆ For AVI orders, these large video files must be provided to you via an \*external hard drive.

DVD option available for additional fee. For DVD orders, each video file will be transferred to a single DVD by default, but we can also combine multiple video files onto a single DVD (up to 2 hours). If choosing consolidation, please number the videotapes in the desired order and/or group them by DVD.

\*An external hard drive can be provided by you or purchased by Shoebox Memories on your behalf.

Guidelines/Estimate: 3" diameter reel = 50 ft of film (3 min. of video)

5" diameter reel = 200 ft of film (12 min. of video)

7" diameter reel = 400 ft of film (24 min. of video)

**Slideshows**

Organize your materials! Collect and organize your photos in the order you want them displayed.

- ◆ For photos, label and number each photo if you want them in a certain order (i.e. with a sticky note attached to the back of the photo.).
- ◆ For slides, simply stack the slides in order with a rubber band around them.
- ◆ For negatives, simply keep them in plastic or paper sleeves.
- ◆ For digital photos, simply change the name of the file to be the number of the photo (i.e. "35.jpg")

**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.

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

Recommendations:

1. Provide adequate packing material and 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.

**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. Turn around within 3 business days will incur a 25% fee, pending availability.

**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 by Credit Card:** We will send you an invoice and link once your order is ready. You can pay online at that time. You can also pay when you pick-up if you like.

**Payment by Check:** Make checks payable to “Shoebx Memories LLC”. If you are picking up your order, you can bring it with you to the appointment. If you are having your order shipped to you, please mail the check to *Shoebx Memories LLC, 25864 Flintonbridge Drive, South Riding, VA 20152-4802*. We must receive your check before your order will be shipped.

Note: There is a \$50 fee for returned checks.

**Delivery:** Once payment is received, we will send your digitized and original materials to you. Shoebx 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

[info@shoebxmemories.net](mailto:info@shoebxmemories.net)