

**STEP 1 – Organize Your Photos**

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

- ◆ For photos, label and number each photo (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. "78.jpg")

**STEP 2 – Fill Out the Order Form****STEP 3 – Send Everything to Us. Be sure to include the Order Form!****By Mail**

Send your materials along with the completed order form to *Shoebox Memories LLC, 25864 Flintonbridge Drive, South Riding, VA 20152-4802*. Be sure to 1) provide adequate packing material and protection for your materials (i.e. zip lock bags to hold your materials, card boards to prevent bending) to avoid damage during shipping; 2) ship using a reliable and traceable shipping service.

**Drop Off**

Please contact us to schedule an appointment for drop off.

**Digital Content**

We can provide an upload link so you can send us materials online. Just let us know.

**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. For your convenience, Shoebox Memories accepts payments via PayPal, credit card or check.

**Payment by Credit Card or PayPal**

Visit our payment website <https://www.shoeboxmemories.net/make-payment.html> and click the PayPal icon to pay online.

**Payment by Check**

Make checks payable to "Shoebox Memories LLC". Note: There is a \$50 fee for returned checks.

If you are picking up your order, you can bring a check with you to the appointment. If you are having your order shipped to you, please be sure to send in your check in advance in order to avoid delay in shipping out your order. We must receive your check before your order will be shipped. Please mail the check to *Shoebox Memories LLC, 25864 Flintonbridge Drive, South Riding, VA 20152-4802*.

**Delivery**

Once payment is received, we will send your order and original materials to you. Shoebox Memories uses FedEx as our primary shipping service.

**Pick-Up**

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

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

Phone number – (703) 969-9290

Email Address – [info@shoeboxmemories.net](mailto:info@shoeboxmemories.net)