

**STEP 1 – Organize Your Film Reels**

1. Number your film reels in the order that you want them shown (starting with 1, 2, 3, etc - typically written on the film boxes.). DVDs are limited to 2 hours of footage (max).

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).

**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, 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.

**Need it in a hurry?**

Completion times will vary with the size of your order. Typical completion time is 2-4 weeks. 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 <http://www.shoeboxmemories.net/makepayment> and click the PayPal icon to pay online.

**Payment by Check**

Make checks payable to "Shoebox Memories". 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 *Shoebox Memories, 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. 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)