



www.HonorYourPast.com

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Order form: Photo Scanning to CD-ROM/DVD

All orders will be returned via U.S. Mail, insured and return receipt requested
 Please review and follow mailing directions closely!!!

Please PRINT clearly!

Your name: _____
 Street Address: _____
 City, State, Zip: _____
 Area code + Tel. # : _____
 Email: _____

| #Photos 8"X10" and smaller | Price | Enter fee in this column |
|--|-----------------|--------------------------|
| Quantity: | X \$1.50 | |
| # Photos between 8"X10" and 8.5" X14" | | |
| Quantity: | X \$2.00 | |
| #Slides and negatives (no negatives larger than 4"X5" please!) | | |
| Quantity: | X \$1.50 | |
| Return shipping and handling (We will return your order insured, return receipt requested, flat rate priority mail; we insure your photos for \$500 and require a signature card, so please be sure to use an address where someone is available to sign for the package. If you feel more insurance is needed, please let us know ahead of time!) | \$18.50 | \$18.50 |
| | Subtotal | |
| Your order will be returned with 3 CD-ROMs or DVDs. Additional CD-ROMs or DVDs can be ordered at \$12 each with your order, or \$20 each at a later date. | | |
| Additional CD-ROMs or DVDs | X \$12 | |
| | Total | |

Please note: The CD-ROM or DVD you receive will contain two images from each photo. One will be the original scan (usually done at 600 dpi (dots per inch)) and will be labeled with an "O" for "Original." The second image will be corrected for white balance, cropped, and straightened (if needed) to make the image more clear. It will be labeled with a "E" for "Edited." These two corrections are included in the cost of *Honor Your Past's* scanning service. If major corrections are needed, you will be contacted with a cost estimate before any work is undertaken. If you have photos that in your judgment need major work (such as a wrinkle across a face, etc.), and simply want the image preserved digitally without corrections, please indicate that on the back of the photo using a #2 pencil (#2 pencil is recommended by archivists). A printed and a digital 'catalog' of your images will be returned with your order. The catalog will be created based on the information you provide on the back of each photo. See *Mailing Your Photos - Preparation* for detailed information.

Title you would like on your disks (Limit 24 characters): _____

Special instructions: