



To avoid extra processing fees and to assure quick service, please follow these guidelines for Shoebox Scanning.

1. Sort the photos by size from smallest to largest.
Minimum size: 2 x 2 “; Max: 8 x 12”.
2. Remove all tape, staples, paper clips, glue or other attachments from the prints. Prints mounted on cardboard, foam core or in frames cannot be scanned.
3. Orient photos as follows: all horizontal images with heads to the top, all vertical images with heads to the left.
4. Prints with writing on back should be grouped together if you want the backside information scanned. These will count as two scans.
5. Prints with copyright restrictions cannot be scanned. Handling charges of up to 50¢ per image will be assessed to remove copy protected images from the order.
6. Scanning service fee is \$89.99 for up to 1,000 originals:
 - a. Each Original over 1,000 - **10¢**
 - b. 750 Originals to 501 - **\$69.99**
 - c. 500 Originals to 100 - **\$49.99**
 - d. 100 Originals or fewer - **\$29.99**

COPYRIGHT NOTICE:

It is illegal to copy photographs where rights are held by a professional photographer or studio. We do not allow copying of such photographs without prior written permission of the copyright owner. For further information on what constitutes copyright protected work please ask a salesperson. Any and all copyright protected photographs submitted for Shoebox Scanning will be removed from the order. No price adjustments will be made for un-scanned photos and a 50¢ fee will be assessed on each picture removed from an order for copyright issues.

READ AND SIGN THIS NOTICE:

By submitting photos or images of any kind to our company, you agree that the value of the photos or images does not exceed the cost of scanning the same quantity of photos or images. Thus, you agree that any claim for loss or damage to your photos or images is limited to our cost for scanning them. Our acceptance of your photos or images is without other warranty or liability, and recovery for any incidental or consequential damages is excluded. 90-day unclaimed orders will be considered abandoned.

Customer signature

Date