



## Gather Box Photo Scanning – 900 Prints

|            |           |          |                |
|------------|-----------|----------|----------------|
| First Name | Last Name |          | Phone Number   |
| Email      | Date In   | Date Due | Associate Name |

### FILL THE BOX – Up to 900 prints

- Scanning charge past 900 prints is 17¢ per print.
- All photos must fit in the box with the cover closed.
- Includes images on a USB thumb drive.
- Please follow setup instructions on the reverse side.

### IMPORTANT NOTES BEFORE YOU START

- All photos must fit within the dimensions of the closed box. Box may not be deformed in any way.
- Only prints are accepted for this specific service. No slides or negatives can be included in this order.
- Only loose individual photos are accepted. Photos in envelopes or albums must be removed.
- See reverse side for more details on preparing your photos for scanning and sign the service agreement.

### ADDITIONAL SERVICE OPTIONS:

Choose from the following options when you bring in your box filled with photos for scanning.

Transfer to DVD (Viewable on Computer) ..... X \$9.99 ea = \_\_\_\_\_

Additional USB Drives..... \$8.00 = \_\_\_\_\_

**Scan-in-order option (explained on reverse side)..... \$39.99 = \_\_\_\_\_**

Due to the nature of the scanner, all prints must be laying horizontally regardless of picture orientation. For a convenience charge, we will rotate all vertical photos after scanning so they will be oriented correctly when you view them on the disc.

**Color and density adjustments to enhance images ..... \$129.99 = \_\_\_\_\_**

**DVD Slide Show (Viewable on TV) ..... \$49.99 = \_\_\_\_\_**

**Additional copies of DVD Slide Show ..... \$20.00 = \_\_\_\_\_**

Manual scan of aged and delicate photos or photos that do not conform to standards on the reverse side.

Qty \_\_\_\_\_ X \$3.00 ea = \_\_\_\_\_

**Total = \_\_\_\_\_**

## How to prepare your photos for scanning:

- Remove all photos from albums, envelopes, etc.
- Group photos by size, unless you would like them scanned for an additional fee.
- **Make sure no staples, paperclips, post-its, sticky residue, etc. are attached to photos.**
- **Photos must be between 2x3 and 8x10 size.**
- Photos must be rectangular or square. No odd shapes or cut out photos.
- Photos can be no thicker than a standard Polaroid picture. No mounted photos.
- All pictures should be stacked face up.
- All photos must be laying horizontally regardless of picture orientation.
- Curled photos may be scanned out of focus due to their inability to lay flat on the scanner.
- We recommend that you fan through your photos to confirm that they are not sticking together and help identify and remove any dust or other material that might harm the quality of your scanned photos.
- **We are prohibited from scanning photos that were taken by a professional photographer or studio without their written consent.** To obtain more information about our copyright policy or assistance in obtaining consent, please contact us.

## Scan-in-order option explained:

- Choose this option if you would like your photos scanned in a specific order.
- All instructions above for getting your photos ready for scanning must be followed, except for needing to keep your photos organized by size.
- Stack your photos into categories the way you want them to be scanned.
- You may wish to include index cards with handwritten notes describing each group of photos detailing the location, subject, year, etc. The index cards will be scanned along with your photos and will be the first image in each series.
- Include a note on top of each stack of photos indicating the order you want them scanned in.

## Service Agreement (must be signed before submitting Gather Box for scanning)

I have read and understood the preparation instructions above and additional service options on the reverse side. I understand that the prints will be scanned “as is” if no additional service was requested.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

| <u>West</u>            | <u>East</u>           |
|------------------------|-----------------------|
| 6742 Odana Rd. Madison | 4232 East Towne Blvd. |
| 608-234-5280           | 608-246-9052          |

Updated 1/15/2024