

**Saugus Photos Online - Slide Scanning Order Form - Telephone 781-244-5655 SPO**  
**108 Winter Street Saugus, Massachusetts 01906 Page 1 of 2**  
Print and fill out this form. Include page 1 with your slides. **Circle answers below.**  
**Please do not mail an order without contacting Jim by telephone first.**

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Number of slides enclosed \_\_\_\_\_(or estimate) \_\_\_\_\_ Date slides shipped \_\_\_\_\_

Slide condition.

1.) Mixed Mint (just processed) Very Good (little use) Average (lots of use) Poor (heavy use or very old)

2.) Film Type: (if known) Mixed Kodachrome Ektachrome Fuji other \_\_\_\_\_ 3.)

Rotate images so top is at top? Y N

4.) Do you want the slide mount border cropped out? Y N (PowerPoint or artwork? See page 2.)

5.) Image format: TIF JPG BOTH Additional copies of disks? Y N (\$4.00/ each)

6.) Is your shipping address a RESIDENCE or a BUSINESS

7.) Media type: data DVD CD Data DVD may be more efficient for large orders of tif files

8.) Resolution: PPI 2000 2000 (in sequence) 2710 4000 see Web page for current pricing

9.) Return shipment carrier: FedEx-Overnight FedEx-2Day USPS Priority Mail  
(FedEx Ground is not an option.)

10.) I have read and understand everything on page two of this order form: Yes No

If enclosing a deposit, indicate amount here: \_\_\_\_\_

Phone number (home) \_\_\_\_\_ (work or cell) \_\_\_\_\_

E-mail \_\_\_\_\_ if e-mail is NOT a good way to contact you check \_\_\_\_\_

**A \$35.00 minimum charge, plus shipping, applies on all orders.**

Fill in your shipping address in the box below or include a shipping label. **No PO boxes please.**

Print clearly, as if it were your shipping label. Call Jim before mailing your order. 781-244-5655

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**SAUGUS PHOTOS ONLINE**  
**108 WINTER STREET**  
**SAUGUS, MA 01906-1625**

**Payment:**

**Policy Change effective 12/01/08:** Due to increasing order volume and some difficult-to-contact customers, **I reserve the right to require payment-in-full prior to shipping your order, for first-time customers.**

**Pick-up orders require cash payment in full. Credit cards are not accepted. If your order is through the mail, Please pay by check or money order. Balance is due when your slides are received.**

**For orders over 200 scans or \$200.00, a 1/3 deposit is**

**required with your slides.** If your order includes a deposit, please indicate amount on page 1. Third party billing is not allowed. **If your order will be paid for by your company, please inform Jim in advance. The individual placing order will be ultimately responsible for payment in any case.**

If needed, clip the address above for a shipping label.

**Packing/ Shipping - AIREQUIPT ALUMINUM JACKETS AND MAGAZINES MUST BE REMOVED, IF APPLICABLE.**

Although not mandatory, please sort your slides by mount type and or film type. If possible, separate Kodachrome from other film types. Also, orient all slide labels the same way. This will make the process smoother for Jim and may result in faster service. If your slides are especially dirty or dusty, please brush them off before shipping.

**Please remove slides from plastic sleeves or slide trays prior to shipping. Thank you!**

Slides should be packaged to prevent damage during shipping. Over-sized boxes, with padding are best. Cardboard envelopes offer very little protection. A traceable delivery service is recommended. Retain your tracking number. FedEx return? Please include a completed FedEx airbill with billing to your account or your credit card.

**Grouping & Sorting Fee**

Jim discourages grouping requirements. If you must have your scans sorted by groups into separate folders, a \$5.00 fee will apply for each folder (group) containing less than 200 slide scans.

**Disk Recording Fees & Scan Pricing**

CD-R recording fee is \$5.00 for each disk. Additional *copies* are \$4.00 each. Data DVD-R recording fee is \$8.00 each.

**Slide of Artwork:** If your slides consist of photos of artwork, and the artwork comes *anywhere near* the edges of the visible area of the film, I STRONGLY suggest you select NO on question 4 of page one. Also be aware that scans of slides of artwork may need color and contrast adjustments at your end. It is not reasonable to expect scans of slides of art to look exactly like the original art.

**Scans for PowerPoint**

Your first PowerPoint presentation is no charge. Additional presentations within the same order are \$5.00 each. Many slides requiring scanning for PowerPoint have content, text for example, very close to the slide mount. This has resulted in the need for custom cropping of slides after the scans are made. Because of this, **all scans for use in Power Point may contain a small black border.** Read on...

I use a black background on PowerPoint when importing scans. This allows your slide mount to be included in the scan, ensuring all is captured, but the black border blends against the black background in your PowerPoint presentation. Be aware, Jim does not create PowerPoint presentations from your scans unless you request it.

**Read all FAQs here: [www.saugus.net/Photos/scanning.shtml](http://www.saugus.net/Photos/scanning.shtml) (note the upper case P)**

If your film was returned in plastic slide boxes, be aware these are not recommended for long term archival storage.