

**Saugus Photos Online - Slide Scanning Order Form - Telephone 781-244-5655
108 Winter Street Saugus, Massachusetts 01906**

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.

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 (see page 2 about PowerPoint scans)

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

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

I have read and understand everything on page two of this order form: Yes Yes ;-)

FedEx returns: Please include a completed FedEx airbill with billing to your FedEx account.

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

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

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. Slides sent in plastic sleeves will be accepted but slides may be returned in free plastic slide boxes. Sleeves will be returned.

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 may 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. If you have DVD-R read capability, let Jim know. This option may lower your disk recording costs. 1 data DVD holds about 4.5 times more data than CD. Please refer to Jim's scanning page for the latest per scan pricing.

Payment

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. Orders paid in full, in advance, will receive priority over unpaid orders. 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.

Scans for PowerPoint

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...

Use a black background on PowerPoint slides 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.

Custom cropping is available for PowerPoint scans but at an additional charge of \$0.25 cent each. Be aware, Jim does not create PowerPoint presentations from your scans unless you request it. Scanning slides in sequence for PowerPoint requires that you number slides and the price is \$1.15 per scan.

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