

PHOTO SCANNING ORDER FORM

The Photo Store  
3706 Olsen Blvd.  
Tx. 79109  
Ph: 806-358-9616  
email: info@thephotostore.com

Amarillo,

Complete address where we will mail the completed order to:

Customer Name or Company: \_\_\_\_\_

Street: \_\_\_\_\_ Suite/Apt: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Yes, I have first read and complied with your [requirements](#) for placing orders. I have also read and agree to the below "Limit of Liability" and "Copyright Agreement" terms. The price for the scans is \$29.95 up to 100 photos, \$49.95 for 200 photos and \$69.95 for 500 photos. Any quantity more than 500 photos will be prorated based on total number.

Yes, I have carefully reviewed and complied with the [ordering instructions](#) and [requirements](#). I understand that if my order is not properly submitted, [it might be returned unprocessed](#).

Signature \_\_\_\_\_

**PLEASE CHECK ALL THAT APPLY:**

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Yes, Please provide me with \_\_\_\_\_ (quantity) duplicate 4x6 matte finish photographic prints from each photo provided. The charge per photo is 19 cents with a scan order. WE RECOMMEND you order a duplicate set of freshly printed quality pictures. It is also a smart way to preserve your memories with all identical-sized 4x6-print pictures. A recent PC World Magazine feature on the longevity and obsolescence of CDs and DVDs provides more info: <http://www.pcworld.com/article/id,116473;page,1/article.html>

Yes, I would like to have my images stored on a DVD(s) instead of multiple CDs for an additional \$9.95. One DVD is equivalent to 5 CDs or about 2500 4x6 pictures. This is not a DVD slideshow to be played in a DVD player. It is only your JPEG files stored on a DVD for computer use.

Yes, I would like to order \_\_\_\_\_ extra copies of the CDs (\$4.99 per CD duplicate)

Yes, I would like to order \_\_\_\_\_ extra copies of the DVDs (\$9.95 per DVD duplicate)

Yes, keep all my photos in the order specified for an additional \$19.95 per 500 photos.

Yes, I would like to have all my pictures rotated upright for \$19.95 per 500 photos.



Yes, I would like to order an 8.5x11 Hard Cover Proof Book (8.5x11 contact sheets with up to 30 images per print in a spiral bound book) The charge is \$.99 per page and \$9.95 for the binding. (a total of 17 index prints for each 500 photos)

#### LIMIT OF LIABILITY:

Submitting any film, print, slide, negative or digital media to The Photo Store for processing, scanning, printing, photo restoration or other handling constitutes an AGREEMENT by you that any damage or loss by our company, subsidiary, or agents, will not entitle you to any recovery and no warranty is entered into. The acceptance by our company, subsidiary and/or agents of the film, print, slide, negative, scanning or digital media and original photos for restoration is without other warranty or liability, and recovery by anyone for any incidental or consequential damages is excluded irrespective of whether the damage occurs because of our negligence, breach of contract, strict liability or other cause. However, since 1980, providing our customers with the very best work is our goal and we always strive to make sure to protect your orders. The Photo Store does not assume any liability, whether lost or damaged by fire, theft, negligence or any other means, for customer supplied materials such as photos, frames, paintings, artwork, etc., that are submitted with orders. We are not responsible for materials or orders left unclaimed for more than 30 days after completion of our service. All prices and service specifications are subject to change without notice. IN THE UNLIKELY EVENT THAT YOUR ORDER IS MISPLACED, LOST OR DAMAGED, YOU AGREE THAT THE PHOTO STORE IS NOT LIABLE AND THERE WILL BE NO COMPENSATION OR PAYMENT OF ANY KIND.

#### COPYRIGHT AGREEMENT:

The Photo Store protects artists work and will not duplicate or accept any copyrighted materials, unless you are the owner or have permission to reproduce the work. By sending us your order you agree that you are the owner or have permission to reproduce the work. When photographs have a copyright symbol (©), it is the responsibility of you (the customer) to obtain a Release Waiver signed by the photographer. This will allow you to have the photograph duplicated, restored, altered, copied or scanned. By placing the order, you agree to release The Photo Store and its employees and directors of any and all obligations associated with the duplication of the photographic work submitted. This is an unlimited release for your required work of materials that is copyrighted for the work produced by The Photo Store under this agreement. You, in effect, grant full and absolute permission for The Photo Store to reproduce the materials or take any other action it deems necessary to complete the required work assignment for you within a suitable time period. As the owner of the copyrighted work, you agree to permit The Photo Store to only duplicate it for you, and you, nor anyone else, will hold any claims against The Photo Store. You also guarantee and obligate yourself to confirming that you in fact hold the sole copyright to the materials submitted. All costs related to the work submitted is to be paid by the customer sending the work to The Photo Store. This customer and/or holder of the copyright is responsible for any and all legal disputes that may arise in relation to this "Copyright Indemnification Agreement." Any infringement of this policy is a violation of federal copyright laws. By placing this order, you agree to the above terms and conditions and agree that you are the holder of all copyrighted work and grant full permission for The Photo Store to duplicate this work for you.

## Requirements and Recommendations for Preparing Your Photos to be Scanned

To get your photos ready for camera-ready high resolution digital scans, please follow these instructions:

**IMPORTANT:** Only pictures are accepted for this specific service. No slides or negatives can be included with your order.

Remove all photos from albums, envelopes, etc. Make sure there are no staples, paper clips, etc attached. **WE CAN ONLY ACCEPT LOOSE PHOTOS. PHOTOS IN ALBUMS WILL NOT BE PROCESSED.**

Categorize your photos in size order. The smallest photos on top and the largest ones at the bottom. Largest size is 8 1/2x11 inches.

We can scan both sides—they count as two scans, so if you have handwritten messages on the back, just let us know to scan the backs too. Place those double-sided photos in one stack, separate from the others.

Make sure every photo is facing upright. If upside down the scans also will be upside down.

Only individual photos can be scanned. If there is any tape, glue or other materials that might impede the scanning we cannot process that photo. If the photos are too thick or mounted or for other reasons cannot be scanned we will separate those images and package them separately for you with a notation that those images were not scanned. As a frame of reference, the photograph cannot be any thicker than a standard Polaroid picture. Additionally, mounted photographs cannot be included due to their inability to bend slightly.

The smallest size that can be scanned is standard wallet size - 2 1/2 x3 inches

We recommend that you use a 4x6 index card to divide and sort photos. You can write a message on the card to denote the sequence of your photos.

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Photos should be fairly evenly stacked in a box.  
Any preparation that is not done will incur an additional charge to the order.

**NOTICE:** These high-speed photo scans are designed to digitally preserve your regular photos. This is not designed to archive professional images with museum-quality clarity. We do provide both services and the individual high-resolution scans are \$2.00 each. High-speed photo scans are just 14 1/2-cents each when you provide up to 500 photos. There is no refund for high-speed photo scans and you understand and agree that we cannot guarantee the image quality of the reproductions or individual quality control your files due to the extremely high volume scanning operation.



**RIGHT**

Photos have been removed from envelopes and sleeving and evenly stacked.



**WRONG**

Photos remain in envelopes, needing to be removed and sorted.



Photos should be submitted right-side up.



Photos submitted upside-down will be scanned and placed on the CD upside-down.