

My Story Saved, LLC

Saving Stories, Images, & Memories

SCANNING ORDER FORM

Name _____

Email Address _____

Phone Number _____ - _____ - _____

Address _____

City _____ State _____ Zip _____

Scanning Services Requested:

QTY	DESCRIPTION	PRICE EACH	TOTAL
	Photos (up to 5x7)	.50	
	Scan 2 nd side	.50	
	Documents	1.25	
	Slides	.50	
	Negatives (price per image)	.50	
	Scans at 1200 dpi	1.00	
	Flatbed scans	1.25	
	Files saved as TIFF	1.00	
	Images saved to a Flash Drive	10.00	
TOTAL DUE UPON COMPLETION			

Special Instructions

Minimum order: \$50

Once completed, your scanned images will be available for download from a free Dropbox link for 90 days.

Contact us to arrange a time to drop-off your images. Please bring this agreement and your deposit. Pick-up is available in the Coachella Valley for a \$25 fee.

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What you need to know:

1. Images will be scanned as JPG files at 600 dpi (or equivalent), unless otherwise requested.
2. Each image will be assigned a unique file name.
3. Materials to be scanned should be removed from albums, carrier sheets, etc. They should be free of staples, paper clips, tape, glue or any foreign substance.
4. Images should be sorted by type and size.
5. Photos which are to be scanned on both sides should be grouped together.
6. Album pages, Polaroids, or photos that are mounted, oddly shaped, over- or under-size, fragile or damaged require scanning on a flatbed scanner at additional cost.
7. Your digital images are your property. My Story Saved, LLC will not share your images without your permission.

SCANNING AGREEMENT

1. A \$50 deposit is required. A larger deposit may be required for larger projects. Payment in full is due before your digital files are delivered.
2. My Story Saved, LLC respects copyright laws. If you have photos provided by a professional photographer and want to reproduce them, you need written permission from the photographer. By sending this order, you acknowledge you are the owner of the images or that you have permission to duplicate them.
3. We endeavor to provide our clients with the very best results possible and work to protect your property; however, we assume no liability. If an image is lost or damaged by My Story Saved, LLC or its agents, you will not be entitled to compensation or recovery.
4. Your images will be scanned at a high-quality resolution of 600 dpi and will be suitable for enlargement and modifications for most purposes in print or online.
5. We cannot guarantee the final image quality. The output will only be as good as the quality of the image at the time it is scanned. We will make a good-faith effort to resolve issues, but there will be no refunds.
6. We do not provide photo enhancement or restoration. If needed, we can direct you to companies that provide those services.
7. My Story Saved, LLC will not be responsible for materials or orders left unclaimed for more than 30 days after scanning services have been completed.

Thank you for trusting My Story Saved, LLC with your treasured memories.

I have read, understand, and agree with the statements above.

Signature: _____ Date: _____