



2958 Prince William Pkwy Woodbridge VA 22192
1-800-683-8171 703-680-7727 www.photo60.com

Scanning Photos to DVD or CD Order Form

Today's date: _____

Customer info: Name: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone Numbers: (W) _____ **(H)** _____

Email Address for Free Online Storage: _____

Shipping Info: I'll pick up my order Address same as above

Customer info: Name: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone Numbers: (W) _____ **(H)** _____

How soon do you need your order Completed?

- Standard completion turnaround 2-3 weeks** (time varies depending on order size)
- Rush My Order Please** (20% Rush Fee, Minimum \$25)

Requested Completion Date: _____

How to order:

Step 1: Organize Photos Remove all prints from albums or envelopes. Remove all tape, staples, paper clips, glue or other attachments from prints. Mounted and damaged prints can be scanned for an additional charge of \$2.99. We can only scan loose prints. Organize all your photos by grouping the same sizes together, face up. Within each size group, keep horizontal images together and vertical images together – facing the same direction. When requesting a specific image order, please sort in order of importance. (Additional charge of \$24.95 apply)

Step 2: Fill out the order form
Fill out this form. Please print clearly.

Step 3: Send Everything to us
Send us your photos with the completed form. For customers shipping photos to us ship to the following address **2958 Prince William Pkwy Woodbridge VA 22192**. If you would like to drop off your order you can do so at the same address As above. Please be sure to supply adequate packing materials and protection for your materials to avoid damage during transportation. Please use a reliable and traceable shipping service (USPS, FedEx, UPS, DHL).

Step 4: Payment
Upon completion of your order we will call the customer and give them their total. The customer can either pay with a credit card over the phone or send us a check or money order. Please note that any payments with check will delay your order. We will ship the

customers order once the check or money order has cleared. Customers that require their orders completed by a certain date must pay by credit card over the phone.

Step 5: Images Shipped

Once we have payment your order will be shipped. We will ship back your original materials plus the images on the CD/DVD. If you would like to pick up your order just let us know.

IMPORTANT NOTICE: Submitting any tangible or electronic media, image, data, file, card disc, device, film, print, slide or other handling, constitutes an AGREEMENT that any loss or damage to it by our company, subsidiary or agents, even though by our negligence or other fault, is without liability. Recovery for any incidental or consequential damages is excluded. No express or implied warranty is provided.

The undersigned hereby warrants that the material being presented to Photo-60 for scanning is not protected by copyright owned by another or that if material is protected the undersigned has obtained the permission of the copyright owner to digitize the materials.

Signature _____

ITEM	EA.	Qty.	Subtotal
Gold Package 300dpi 400 Prints CD	\$74.95		
Gold Package 300dpi 1000 Prints CD	\$94.95		
Gold Package 300dpi 1400 Prints CD	\$134.95		
Platinum Package 600dpi 400 Prints CD	\$94.95		
Platinum Package 600dpi 1000 Prints CD	\$199.95		
Platinum Package 600dpi 1400 Prints CD	\$249.95		
Additional Scans over 1400 prints	\$0.25		
Scan of mounted and damaged prints	\$2.99		
Options:			
DVD Slideshow View photos on typical DVD player	\$75.00		
Copies of CD/DVD Extra copies of the scans on CD/DVD for family and friends. Volume discount available after 5 copies. 1-5 copies= \$13.95 6-10= \$11.95 11-20 = \$7.99	\$13.95		
5x7 Index Prints 40 thumbnailed sized images per 5x7 with file names for every image	\$1.99		
Placing images in specific order	\$24.95		
Rush Service Rush service is an additional 20% with a \$25 minimum	Rush Service Fee		
Shipping & Handling Actual shipping cost is charged. Typically this is between \$10-\$25	S&H		
	Subtotal		
Sales Tax Virginia residents that are gonna pick up their orders add 5% VA sales tax	Sales Tax		
	Total Order		
<p>SELECT YOUR PAYMENT METHOD:</p> <p><input type="checkbox"/> CREDIT CARD OVER THE PHONE --- I will pay using a credit card upon completion of the order.</p> <p><input type="checkbox"/> CHECK --- Make checks payable to Photo-60 and submit it with order form. Note: There is a \$50 fee for returned checks. You cannot pay for RUSH orders by check; you must use a credit card.</p>			