

# SHOEBOX SCANNING INSTRUCTIONS

**This box can fit up to 1600 4" x 6" photographs!\***  
**Fill the Shoebox provided – as many photos as you**  
**Can fit in our box for \$249.00!**

Price Includes:

Scanning of all individual photos that you can fit into the provided Shoebox and digital files saved to a CD.

## INSTRUCTIONS

\*Boxes that do not follow instructions do not qualify for price and will be charged \$0.42 per scan.

- Remove all photos from albums, envelopes, etc.
- Remove all staples, paperclips, sticky notes, etc. from photos.
- Group all photos by size, unless you would like them **scanned in order for an additional \$100.00.**
- All photos should be facing the same direction.
- All photos must be laying horizontally regardless of orientation (vertical or horizontal).
- Fan through all your photos to confirm that the photos are loosely presented and without impediment, such as glue or sticky materials. This also helps identify if your pictures are dusty and to help remove any materials that might cause an imperfect scan, such as lines and dust on your digital files.
- Place photos into enclosed bags by size. Place bags in the Shoebox.
- Index cards are included in the Shoebox for photos you would like to include in specific box-ability options. Sort photos into enclosed bags with the index card. Place bags in the Shoebox.
- Drop off your Shoebox at Southern Photo Supply and review with an associate.

## NEED TO KNOW

- Curled photos may have a haze or be scanned out of focus due to their inability to lay flat on the scanning glass.
- **We are prohibited from scanning photographs that were taken by a professional photographer or studio without their written consent.** If you would like more information about our copyright policy or assistance in obtaining consent, please call or visit Southern Photo Supply.

## SCAN IN ORDER INSTRUCTIONS

Choose this option if you would like your photos scanned in order. Group your photos into categories the way you want them to be scanned. We recommend that you include index cards with handwritten notes describing the category or year pertaining to the group.

Put the number of the group at the top right corner of the index card. This tells us the order in which to scan the groups. The index cards will be scanned along with the pictures and will be the first image in each series of photos.

**DO NOT** use sticky notes or pieces of paper (they will jam our scanner).

While selecting this option does override the need to organize your entire order by size, it does not override taking all of your photos out of envelopes or having the photos in some sort of orderly fashion.

\*Total estimated, results may vary with packing and size of photos.

## RULES

- All photos must fit within the dimensions of the closed Shoebox.
- No photos in envelopes or albums. Loose, individual photographs ONLY.
- Photos must be between 3x3" and 8x10".
- Photos must be square or rectangular. NO ovals, odd shapes, or cut photos.
- NO mounted, glued or stapled photographs.
- NO photos that cannot bend.
- NO photos thicker than a standard Polaroid picture. Many older (1960's era) Polaroids were mounted on cardboard which are too thick to be scanned using this service.

# SHOEBOX SCANNING ORDER FORM

First Name \_\_\_\_\_

Last Name \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Date Dropped off \_\_\_\_\_

Pick-up Date \_\_\_\_\_

Order Taken By \_\_\_\_\_

## FILL THE SHOEBOX

\$249.00 per Box

- A safe way to store memories
- Scan your photos
- Fits up to 1600 4" x 6" photos
- A \$672 value
- Digital files saved to a CD

Qty \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_ Keep scans in order: Add \$100.00

## PAYMENT INFORMATION

Shoebox Total from above \$ \_\_\_\_\_

Box-a-bilities Total from back \$ \_\_\_\_\_

**Total** \$ \_\_\_\_\_

**Credit Card Info:** (circle one)

Visa Mastercard American Express Discover

Card # \_\_\_\_\_

Expiration Date \_\_\_\_\_

Name on Card \_\_\_\_\_

## NOTES/SPECIAL REQUESTS

## LIMITATIONS OF LIABILITY

Submitting prints or disk to this firm for processing, printing or other handling constitutes an AGREEMENT by you that any damages or loss by our company, subsidiary, or agents, even though by our negligence or other fault, will only entitle you to replacement with a like amount of unexposed film, processing or disk. Except for such replacement, the acceptance by us of any prints or disk is without other warranty or liability, and recovery for any incidental or consequential damages is excluded.

**I AGREE TO PAY THESE CHARGES AND AGREE TO THESE LIMITATIONS OF LIABILITY:**

Customer Signature \_\_\_\_\_ Date \_\_\_\_\_