



## Order Form

### Client Information

Name

Address

City, State, Zip

Primary Phone Number

Email Address

Return Shipping Address Same As Above  Yes  No

Return Shipping Address

City, State, Zip

Preferred Method Of Return Shipment  UPS  USPS  FedEx

Add Signature Guarantee To Your Return Shipment  Optional Insurance Amount Return Shipment \$\_\_\_\_\_

### Services / Products – Check all That Apply

Method To Receive Your Digital Images

- USB Flash Drive \$10
- DVD Set \$10
- Download Link To Your Digital Images \$10

Individual Photos Scanned

- 300 DPI - 12¢ Per Photo
- 600 DPI - 15¢ Per Photo
- Reverse Side Scan – Captures Dates & Text - 3¢ Per Photo

Individual 2" x 2" Slide Or 35mm Negative Frame

- 2400 DPI - 27¢ Per Slide / 35 mm Negative Frame
- 3200 DPI - 33¢ Per Slide / 35 mm Negative Frame
- 4800 DPI - 39¢ Per Slide / 35 mm Negative Frame

Individual Non 2" x 2" Slide or 110, 126, 127, Disc, Medium or Large Negative

- 2400 DPI - 85¢ Per Slide / Negative Frame
- 3200 DPI - 99¢ Per Slide / Negative Frame
- 4800 DPI - \$1.25 Per Slide / Negative Frame

Photo Album / Scrapbook / Artwork Scanning – Maximum Size 12" x 17"

- 300 DPI - 75¢ Per Page
- 600 DPI - \$1.10 Per Page

Additional DVD Sets - \$10.00 Number Of Sets \_\_\_\_\_

Additional USB Flash Drives - \$10.00 Number Of Drives \_\_\_\_\_

<input type="checkbox"/> 1 TB External Drive - \$60.00 Number Of Drives _____
<input type="checkbox"/> Digital Photo Frame - \$75.00 – Includes USB Drive, Does Not Include Scanning Of Images Number Of Frames _____
<input type="checkbox"/> Upload Scanned Images To A Photo Sharing Service - 3¢ Per Image Place The Name Of The Service, User Name, And Password In The Special Instructions Section
<input type="checkbox"/> Image Archive - \$10.00 – Allows For Future Reorder Of Images 1 Year From Return Ship Date
<input type="checkbox"/> Digital Gift Certificate - Denomination \$_____ Name Of Recipient _____ Email Address Of Recipient _____
<input type="checkbox"/> Slideshow - \$50.00 – Up To 500 Images With Title Slides & Transitions – Does Not Include Scanning Of Images
<input type="checkbox"/> Add Music To Slideshow - \$2.50 Per Song Place Title & Artist Of Each Song In The Special Instructions Section
<input type="checkbox"/> Additional Slideshow Set - \$10.00 DVD _____ or USB _____ Number Of Sets _____
<input type="checkbox"/> Rush Service - \$50.00 – 48 Hour Processing Upon Receipt – Based On Availability
<b>Special Instructions</b>

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SCAN TO DIGITAL WILL NOT, UNLESS YOU ARE THE OWNER OR HAVE PERMISSION TO REPRODUCE THE WORK, DUPLICATE OR ACCEPT ANY COPYRIGHTED MATERIALS. YOU AGREE, BY SENDING US YOUR ORDER THAT YOU ARE THE OWNER OR HAVE PERMISSION TO REPRODUCE THE WORK. IT IS THE RESPONSIBILITY OF THE CUSTOMER TO OBTAIN A RELEASE WAIVER SIGNED BY THE PHOTOGRAPHER IF THE IMAGES YOU SUBMIT HAVE A COPYRIGHT SYMBOL (©). THIS RELEASE WAIVER MUST STATE THAT YOU ARE ALLOWED TO HAVE THE IMAGE DUPLICATED, RESTORED, ALTERED, COPIED OR SCANNED. YOU MUST INCLUDE A COPY OF THIS RELEASE WAIVER WITH YOUR SHIPMENT TO SCAN TO DIGITAL. IF WE DO NOT RECEIVE A RELEASE WAIVER, YOU ARE IMPLYING THAT THESE ARE YOUR PHOTOS AND YOU GRANT OR HAVE PERMISSION TO HAVE IT DUPLICATED OR SCANNED.

YOU AGREE BY SUBMITTING YOUR ORDER TO INDEMNIFY AND HOLD SCAN TO DIGITAL AND ITS EMPLOYEES, AGENTS, OFFICERS, DIRECTORS, AFFILIATES, LICENSORS AND BUSINESS PARTNERS HARMLESS FROM AND AGAINST ANY AND ALL COSTS, DAMAGES, LIABILITIES AND EXPENSES (INCLUDING ATTORNEYS' FEES AND COSTS OF DEFENSE) SCAN TO DIGITAL OR ANY OTHER INDEMNIFIED PARTY SUFFERS IN RELATION TO OR ARISING FROM A BREACH OF YOUR REPRESENTATIONS AND WARRANTIES.

**LIMIT OF LIABILITY:**

WE AIM TO PROVIDE OUR CUSTOMERS WITH THE VERY BEST WORK AND WE ALWAYS STRIVE TO MAKE SURE TO PROTECT YOUR ORDER. SUBMITTING ANY PRINT, FILM, DOCUMENT, DIGITAL MEDIA, OR MISCELLANEOUS OBJECT TO SCAN TO DIGITAL FOR PROCESSING, PRINTING, SCANNING, PHOTO RESTORING OR OTHER HANDLING CONSTITUTES AN AGREEMENT BY YOU THAT NO WARRANTY IS ESTABLISHED OR ENTERED INTO AND ANY LOSS OR DAMAGE BY SCAN TO DIGITAL, OUR COMPANY, SUBSIDIARY, OR AGENTS, WILL NOT ENTITLE YOU TO ANY COMPENSATION NOR RECOVERY. ACCEPTANCE BY OUR COMPANY, SUBSIDIARY AND/OR AGENTS OF THE PRINT, FILM, DOCUMENT, DIGITAL MEDIA, ORIGINAL PHOTOS FOR RESTORATION, OR MISCELLANEOUS OBJECT IS WITHOUT OTHER LIABILITY OR WARRANTY, 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. WE ARE NOT RESPONSIBLE FOR ORDERS OR MATERIALS LEFT UNCLAIMED FOR MORE THAN 30 DAYS AFTER COMPLETION OF OUR PROCESS. WE MAY CHANGE OUR PRICES AND SERVICES WITHOUT NOTICE.

WHETHER DAMAGED BY FIRE, LOST, THROUGH NEGLIGENCE, THEFT, OR ANY OTHER MEANS, FOR CUSTOMER SUPPLIED ITEMS THAT ARE SUBMITTED WITH ORDERS, SCAN TO DIGITAL DOES NOT ASSUME ANY LIABILITY. YOU AGREE THAT SCAN TO DIGITAL IS NOT LIABLE AND THERE WILL BE NO COMPENSATION OR PAYMENT OF ANY KIND IN THE UNLIKELY EVENT THAT YOUR ORDER IS MISPLACED, LOST OR DAMAGED.

**I HAVE READ, UNDERSTAND, AND AGREE WITH THE STATEMENTS ABOVE**

**SIGNATURE**

**DATE**

**DO NOT INCLUDE PAYMENT. WE WILL SEND AN INVOICE ONCE YOUR ORDER IS COMPLETE.**

**MAIL COMPLETED FORM AND IMAGES TO:**

**SCAN TO DIGITAL**

**2801 WADE HAMPTON BOULEVARD SUITE 115 #181 TAYLORS, SOUTH CAROLINA 29687 PHONE: 864-567-6922**