

# Packing Instructions



Thank you for choosing [VistaPix Media](#) for your photo scanning needs! You have just received a box with a prepaid FedEx label that will safely transport your photos to our facility for scanning. Please follow the instructions below to ensure their safe arrival.

## 1. Group photos together.

If scanning in sequence isn't necessary, group photos by size using Ziploc bags or rubber bands. If you have organized your photos by event, year, people, etc., be sure to **clearly** mark the name of the group on the bag or an index card. You may also number each bag in the sequence you wish to have them scanned. Continue this method throughout the entire box (do not leave one bag with no name if all others are named).

*\* Please see Fee Guidelines for folder charges*

## 2. Include written instructions.

Use the Order Form we supply to write the sequence/order you wish to have items scanned. If there are no instructions and the box isn't organized, scanning order is at our discretion.

## 3. Do not over-pack the box.

It should maintain its original shape with seams that meet. If there is gaping/bulging in the seams, FedEx may not accept the package and/or the integrity of the box may be jeopardized. If the box we provide is too small, you may use your own and still attach the FedEx label we included.

*\*\* Boxes weighing in excess of 25 pounds will be charged overweight fee.*

## 4. Seal the box on the top and bottom securely.

Use at least two layers of packaging tape and secure the label as well. Drop off at any staffed FedEx location.

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