

Album Scanning Order Form

Name:

Phone Number:

Email:

Return Shipping Address:

I wish to have each page scanned as an entire image only (\$1/per page)

I wish to have each page scanned & all photos cropped from the page individually (\$1/per page + 15¢/per image)

Add-on Items:

QTY.

TOTAL

Additional Loose Photos (15¢/ea.):

Slides (30¢/ea.):

External Hard Drive (\$60/ea.):

Additional USB Flash Drive (\$15/ea.):

Data Disc – Computer Use Only (\$10/ea.):

TOTAL

Scanning Instructions:

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Guidelines & Fees

Please include this form inside the box when shipped to VistaPix Media. Pricing for album scanning can vary based on labor involved in dismantling and/or reassembling of album pages, overall condition of albums, and size of the pages. If you have questions, please call us to discuss (866) 227-3401.

Size Limitations: Our scanning beds cannot exceed a page size of 8 ½ x 14, so if you have larger pages, there could be edges cut off and/or the possibility of needing TWO scans per page.

Scanning Preferences: For album scanning, you have the choice of having us scan the ENTIRE page as an image (without cropping individual photos on each page) for \$1/per page. If you would like us to scan the entire page and crop out each photo, the cost is \$1/per page plus 15¢/per photo that is cropped out as its own image file. You must notate which option you prefer on this order form before we begin the scanning project.

Labor Fees: Due to the complexity and time involved with album scanning, oftentimes there are additional labor fees charged for disassembly (if requested) or special handling fees if there are several documents, brochures, invitations, artwork, etc. or the technician must take extra care due to the fragility of the album. You will be contacted PRIOR to starting your project if we estimate any additional labor fees will be associated with your order (\$20/hr).

Shipping: You are responsible for shipping your albums to us using any trackable method you choose. However, return shipping will be based on weight and referred to on the chart below. Shipping and final scanning fees will be billed upon completion and your order will not be shipped back until the invoice has been paid in full.

Weight	Rate
1-5 Pounds	\$15.95
6-10 Pounds	\$19.95
11-15 Pounds	\$24.95
16-20 Pounds	\$34.95
Up to 25 Pounds	\$44.95
Exceeding 25 Pounds	Overweight Fee Applies \$20/per 10 pounds over.

Please send your albums to the VistaPix Media location that is nearest your address:

VistaPix Media – Florida
1007 John Sims Pkwy.
Niceville, FL 32578

VistaPix Media - Arizona
5115 W. Bell Rd. Ste B
Glendale, AZ 85308

Any questions? Contact us @ (866) 227-3401 or info@vistapixmedia.com

