



## Non-Package Digital Archiving Order Form

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**Customer Information:** (If returning to a different address, please note on reverse)

Contact Name

Address

Email

Phone

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**Please Select:**

**Item**

**Quantity**

**Total \$**

Photos (20¢/ea)

*Album Pages (\$1.00/ea + 15¢/per photo)*

Slides (30¢/ea)

35mm Negatives (35¢/ea)

Med (\$1)/Lrg (\$2) Format Negatives

Video Tape (\$20/tape)

External Hard Drive (\$60)

USB Flash Drive Upgrade (\$15)

Additional Data Disc Copies (\$10/each)

**TOTAL (add \$12.95 return shipping\*\*)**

\*\*\* If in FL please add 7% Sales Tax

**Select Payment Method** (payment must be received prior to shipping out of completed order):

Check Enclosed

Email me a payment request

Call me for payment

Credit Card (See below)

Credit Card Number

Exp. Date (mm/yy)

CID code

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## Digital Archiving Order Information

The purpose of using a Non-Package Order is for quantities of items that are less than our Scan-A-Box packages or unique items that are not covered under our packages (negatives, albums, etc.).

**Folders:** Due to the smaller quantities of items, we cannot scan into groupings or electronic folders. All images will be scanned into a single electronic folder. Please call/email us with any questions or if you have special needs that would necessitate electronic folders (fees will apply).

**Labor Fees/Special Handling:** All standard labor fees & special handling fees will apply to Non-Package Orders at the rate of \$15/hour. Please see our website at: <https://vistapixmedia.com/photo-scanning-guidelines-fees-v1-1-2021/> for specific information about what requires special handling and additional fees.

**Bulk Negative Scanning:** If you have more than 500 (standard 35mm) negatives, please contact us before using the Non-Package option. We have bulk rate options that may be more economical than the rate shown on the order form.

**Disc Title:**

**Scanning Instructions:**

Please ship to:  
VistaPix Media  
5115 W. Bell Rd. Ste B  
Glendale, AZ 85308

For questions, please contact us: [info@vistapixmedia.com](mailto:info@vistapixmedia.com) or (866) 227-3401