

Digital Scanning Order Form and Agreement

Contact Information

Order Date: _____

Your Name: _____			
Address: _____			
City: _____	State: _____	Zip: _____	
Home Phone: _____		Cell Phone: _____	
Email Address: _____			

Please check all that apply to this order

Minimum Order=\$30	600 DPI Price	Quantity	Total
Loose Photos (4 x 6, 5 x 7, 8 x 10)			
1-149 scans	\$0.50/photo		
150-499 scans	\$0.40/photo		
500-1000 scans	\$0.35/photo		
Oversized, undersized, fragile, mounted, ripped, or damaged photos require a flatbed scanner			
Flatbed rate	\$1.19/photo		
Photo organization, enhancements, and/or restoration: Please contact us to discuss your needs			

Scanning Notes

- All scans will be delivered as JPG files to a Dropbox account or via a USB drive that you provide at the time of photo submission. The filename for each photo will include your first initial, last name, a letter to represent this order, and a sequential number (e.g., MBeckman_A_1).
- One scan is equal to one side of a photo. For example, 100 photos scanned front and back equals 200 scans.
- We make every attempt to keep the photographs in the order in which we receive them, but there will be no refunds if the scans are out of order.
- Please review your scans within 30 days of receipt.

Preparing Your Photo Submission

- Loose photos must be removed from albums and free from adhesive. Sort similar size photos together.
- Photos that meet any of the following criteria will be removed from the batch. You can choose whether you want the photograph scanned at the flatbed rate or whether you want the photo returned without scanning.
 - Extremely fragile, ripped, torn, or contain adhesive
 - Smaller than a wallet size or bigger than an 8" x 10".
 - Photos mounted on cardboard or heavy photo paper (e.g., instant photos, etc.)
- **Folder Naming:** We do not provide folder naming unless you also purchase photo-organizing services. However, if you would like to organize your scans into folders on your own, please insert an index card with the folder name before the first photo that should be in the folder. We will scan the card as a photograph.

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Special Instructions:

Payment Information (To be completed by Sunday Dinner Stories personnel)

Payment Method:	Cash	Check #:	Credit Last 4 Digits:
Estimated Price:	\$	Deposit Received:	\$
Payment Schedule:	\$		
Requested Delivery Date:			
Drop-off/Delivery Location:			

Copyright

We respect copyright laws. Sunday Dinner Stories will not duplicate copyrighted materials. If you are in possession of photos produced by a professional photographer and want to copy them, then you are required to have written permission from the photographer. When you submit your photographs and sign this form, you agree that you are the owner or have permission to reproduce the work.

Limitation of Liability

Sunday Dinner Stories provides exemplary service and implements processes to protect your property. Submitting any print, document, digital media, or miscellaneous object to Sunday Dinner Stories for processing, photographing, 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 Sunday Dinner Stories, our company, agents, or subcontractors will not entitle you to any compensation nor recovery, and we assume no liability. You agree to protect, indemnify, and hold Sunday Dinner Stories harmless from and against any loss, damage, liability, or expense, including attorney's fees, due to any damage to person or property caused or alleged to have been caused in connection with the operation of this Agreement. The Massachusetts courts, state and federal only, shall have jurisdiction over any controversies regarding this Agreement. Any action or proceeding that involves such controversy will be brought in those courts, in Massachusetts, and not elsewhere; and the parties stipulate that all actions will be brought in the courts of the United States.

Image Quality

Your images will be scanned at 600 DPI. They will be professional scans for personal and internet purposes, but they will not be museum-quality. You should be able to enlarge the photo to approximately twice the original size. We attempt to resolve issues, however we do not offer refunds for images scanned or processed. We offer no guarantees about the quality of the resulting scan.

Privacy and Security

With the exception of photo restoration partners, Sunday Dinner Stories subcontractors, and agreed upon photo storage websites, we will not share your photographs, images, or contact information with anyone outside of Sunday Dinner Stories.

I have read, understand, and agree with the statements above.

Signature: _____ Date: _____