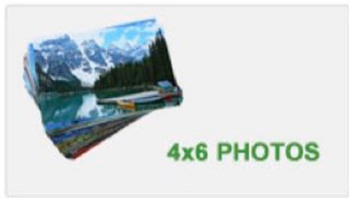


ORGANIZING YOUR PHOTOS



Group your 4"x6" photos into bundles of about 100-150 photos and secure with a rubber band.

While you are organizing them into bundles, be sure to keep the photos horizontal, even if the photo has a vertical orientation, and keep them face up (or the back of the photo will get scanned -oops!)

There are several popular add-on services to enhance your order which we recommend and are discounted to save you money and make your life easier. When ordering, you will see those items. It's just a little extra charge because our scanning wizards have to do extra magic.



Our team of skilled photo scanners and professional digitization equipment can handle photos ranging from 3"x3" to 8"x10", just be sure to bundle them in size order.

ALL photos MUST be organized by size unless **both** "Sizes Other than 4x6" and "Scan in Order" are selected in which case you can submit photos of other sizes intermixed with each other.

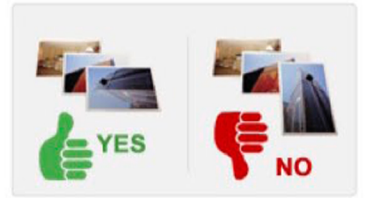


Scan in order explained: "Scan in Order" is much like it sounds - we will scan your photos in a specific order. It's a great way to keep your photos organized once they are digitized.

If this option sounds great, please add it to your order (yes, there is an additional fee).

To have your photo bundles scanned in order, just add an index card to the top of each photo bundle and number them chronologically.

To avoid confusion, please only use numbers - no letters or hyphens. (Your index cards will be scanned as well; they count towards your final scan order.)



While our scanning process is fast and efficient, one drawback is all photos must be scanned horizontally, even if the original orientation is vertical. You can have us rotate them after they are scanned for an additional fee.

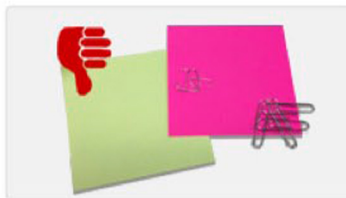
Image Rotation: Once photos are scanned, we can rotate photos that were scanned upside down or sideways so they are "right side up."

If this option sounds great, please add it to your order (yes, there is an additional fee).

PHOTO ORGANIZING TIPS

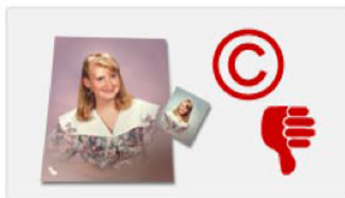


While you might get very enthusiastic about organizing your photos, remember that this service is for photos only. Please do not include slides, negatives, newspaper clippings or documents with your order.

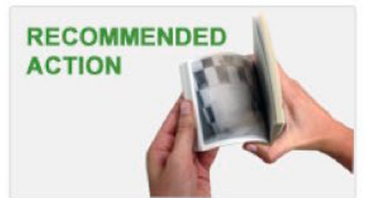


Please remove all post-it notes, paper clips and staples; photos will be scanned with those items attached.

Remove every photo from envelopes, bags, albums, and cardboard frames. Only send the standard horizontal-shaped snapshots. Anything else we can't scan.



We cannot scan copyrighted photos taken by professionals (school portraits, professional head shots, wedding photos, etc. If in doubt, don't send those)



Fan your photos to remove dirt and dust and ensure none are sticking together; this improves clearer scans.

Double-check that all photos can bend easily; if they cannot, they are too thick to be scanned.



We love old Polaroid's as much as you, but unfortunately we cannot scan the older Polaroid photos that were mounted on cardboard.

OTHER NOTES:

If you notice any pictures are curled or sticky, even a little, keep those at home because it cannot be scanned

SHIPPING YOUR PHOTOS



Choose the snazziest and sturdiest new box for shipping us your photos. The problem with old-used boxes? They are more likely to get crushed - along with your photos. Let's avoid that!

IMPORTANT: Mail order only, walk-in service unavailable for redemption

YOU MAIL PHOTOS IN YOUR BOX AND PAY FOR DELIVERY TO US VIA THE CARRIER OF YOUR CHOOSING. THIS DEAL ONLY INCLUDES SCANNING AND RETURN OF YOUR PHOTOS AND DVD DISC (OTHER SERVICES/PRODUCTS ARE AVAILABLE) AND FREE RETURN S/H ONLY. WE DO NOT MAIL YOU A BOX TO SEND US YOUR PHOTOS AND ALL SALES ARE FINAL.



Always include your order form and your printed voucher with each order, if applicable.



Once your photos are snugly packed in the box, completely fill the empty space with newspaper or packing paper (please no packing popcorn!) to ensure your photos stay put.

Seal the box with shipping tape (masking tape and scotch tape definitely won't hold up during shipping - we have seen the results, and they're ugly).

Send the photos off to us!



Pick your favorite carrier - USPS, UPS or FedEx - and send those photos off to us. We'll email you when they arrive, but for extra peace of mind, consider adding tracking or insurance to your shipment. Your order form has the address.

7 IMPORTANT TIPS TO FOLLOW

1. Our VIP Package pricing only includes the cost of scanning up to 1,000 standard 4x6" photos with free return shipping of your pictures and a DVD, rather than free two-way shipping. We recommend you buy the USPS Priority Mail flat rate box to mail your pictures to us. No credit if under 1,000 photos are sent.

2. Boxes are available from office supply stores, your local shipping store, or at your local post office (if you choose to use the USPS).

3. Walk-in service is unavailable for the VIP Package.

4. If you send us more photos than are allotted in the package you purchased, you are responsible for the extra charge to scan them.

5. We cannot scan any odd-shaped photos, so keep those at home.

6. Select from the popular add-on featured services to enhance your order.

7. We are here to help, so questions are a keystroke or phone call away, 949-474-7654. Support@ScanMyPhotos.com