

Basic Information:

(please print)

Today's Date: _____**Customer Info:** Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone Numbers: (day) _____ (evening) _____
Email Address: _____**Shipping Info:** I'll pick up my order Check if same address as aboveName: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone Numbers: (day) _____ (evening) _____**How Soon Do You Need Your Order Completed?**

- Standard completion turnaround (approx. 2-4 weeks for most orders; orders with more than 100 items may take longer, email/call for an estimate; turnaround is best-effort only, not guaranteed)
- Rush Order (+25% Rush Fee, \$50 minimum, Defined turnaround time; Call for availability first)
Rush Order Requested Completion Date : _____

Referrer (How Did You Hear About Shoebox Memories?)

Sign Up for Our Mailing List:

Would you like to be added to our mailing list for specials and other announcements? You may unsubscribe at any time, and we will never sell or rent our customer list to any other organization. It is strictly for use by Shoebox Memories.

 Yes. No thanks.**May We Use Your Order in Shoebox Memories Marketing Efforts?**

We'd like to have your permission to use your finished project as part of our marketing efforts. This would include things such as showing your photos (or portions of it) at vendor shows or on the Internet as a demo. This would be for use only by Shoebox Memories.

 Yes you may. Yes, anything but the website. No please don't.

How to Order:**STEP 1 – Organize Your Photos/Slides/Negatives**

Collect and organize the photos/slides/negatives you want scanned. If you want them scanned in a specific order, you should label and number each photo in case they fall out of sequence during shipment. We recommend writing the number on a sticky note and attaching it to the back of the photo. We do not recommend writing numbers on the back of photos in pen or marker as they tend to bleed if not completely dry. For slides and negatives, you can simply put them in the order desired – typically this means stacking slides in order with a rubber band around them, and negatives are typically in plastic or paper sleeves. Photos in albums or slides in metal Airquipt frames will incur an additional service charge which can be prevented by doing the work yourself if desired. Let us know if you have questions.

STEP 2 – Fill Out the Order Form

Fill out this form. Please print clearly.

STEP 3 – Send Everything to Us

Send us your photos, slides, negatives and completed order form. If you are local to Northern VA / Wash DC, you can either arrange to drop your order off in person (by appointment only please - contact us for details) or simply ship* your order to the address below. Be sure to provide adequate packing material and protection for your materials to avoid damage during shipping. We strongly recommend enclosing your materials in zip lock plastic bags for extra protection from the elements during shipping. If your packing materials are somewhat flimsy you may also want to include a sheet of cardboard to prevent bending and add stiffness to your package.

SHIP IT using a **traceable** shipping service to: (Shoebox Memories, 25864 Flintonbridge Drive, South Riding, VA 20152-4802). Be sure to include protective packing materials to prevent the contents from shifting around and getting damaged. Also be sure to include a check with your order if paying by check.

* NOTE: Shoebox Memories will handle your materials with the utmost care and consideration, however we can not be held responsible for any damage that occurs during the transportation of your materials to us. For that reason, we would encourage you to be very diligent in properly packing your order, and perhaps even creating duplicates then sending us the original. It is also recommended that you ship your package to us using a reliable and trackable shipping service (UPS, FedEx, DHL, USPS, etc.). We will do the same when sending everything back to you.

STEP 4 – Submit Payment

We will notify you when your order is completed. No deposit is required for most orders. You will then be sent an email requesting that you pay for the order (via PayPal or credit card) at our payment webpage (<http://www.shoeboxmemories.net/makepayment>). Payment by check is also acceptable; however, since checks require more time to clear you must include the check with your order. Make checks payable to "Shoebox Memories". Rush orders must be paid via PayPal or credit card to avoid delay.

Please note that Virginia residents and "pick-up orders" will need to also pay 5% sales tax.

STEP 5 – Sit Back and Enjoy Your Photos

Once payment is received -- we will send your digitized photos and original materials to you. If you are in the metro Washington DC area and prefer to arrange for a pick-up, just let us know.

Completion times will vary with the size of your order. If you want to guarantee completion in a certain period of time, please contact us to check our availability first.

QUESTIONS? – Feel free to contact us...

Phone number – (703) 969-9290

Email Address – info@shoeboxmemories.net

Order Agreement:**OUR GUARANTEE**

Your satisfaction is completely guaranteed. If there is a problem with your order we will make every reasonable effort to solve the issue. (Do not ship us the project products without first receiving a return authorization.) If we are unable to do so, we will refund your money -- minus the cost of shipping and handling incurred. Also see the paragraph below on DVD compatibility.

DAMAGE LIABILITY

Shoebox Memories cannot be held responsible for any damage to your materials during transportation. For that reason, we highly recommend that you create duplicates. In addition, it is recommended that you ship your package to us using a traceable and reliable shipping service. We will do the same when sending the final product back to you.

COPYRIGHT LIABILITY

It is the client's responsibility to ensure that you are in compliance with copyright law. By signing this order agreement you are confirming to us that you are authorized to use all photographs, videos and musical works to be used in the creation of your DVD. Shoebox Memories is not responsible for verifying this information, and is hereby released of the liability. We reserve the right to refuse orders, at our discretion, that include questionable content.

DVD COMPATIBILITY

For videos and slide shows, Shoebox Memories uses the proven DVD-R format, which is compatible with approximately 95+% of all existing DVD players, but not all. Please be sure to check your DVD player manual/manufacturer to determine if it supports DVD-R. This website is also a good place to look: <http://www.dvdrhelp.com/dvdplayers>. If needed, we can assist you in determining if your DVD player supports it -- just ask us. Sorry, refunds will not be given for DVD incompatibility reasons.

PRIVACY PROMISE

Shoebox Memories promises that we will never intentionally sell, rent, lease, or otherwise disclose your contact information to any third-party organizations for their use. Your contact information will only be used by Shoebox Memories, and only for Shoebox Memories marketing and communications. Shoebox Memories uses third-party service providers for some operational requirements (mailing list, accounting, etc.), but will make every reasonable effort to protect your information as we would our own. If desired, you can subscribe/unsubscribe to our mailing list at <http://www.shoeboxmemories.net/maillinglist.htm>

ACKNOWLEDGEMENT

I am entering into an agreement for services rendered with Shoebox Memories to conduct digital scanning of my photos, slides, and/or 35mm negatives per my order. I understand that full payment is due before delivery of the completed project. I am hereby confirming that I have permission to use all photographs, slides and negatives in this project; and accept responsibility for any copyright liability. I acknowledge that I have read and agree to all of the above statements in this agreement.

Signature: _____ Date: _____

Print Name: _____

