

CONTACT DETAILS

FIRM:	INVOICE NO.:
CONTACT NAME:	OFFICE USE ONLY:
CONTACT NUMBER:	TODAY'S DATE:
MATTER NO.:	MATTER NAME/REF NO.:
ADDRESS:	EMAIL:

OFFICE DROP-OFF

POSTAL DELIVERY

PHOTOS & SUPPLIED (Please specify quantity for each)







PHOTO ALBUM	PHOTO BOXES	LOOSE PHOTOS	OTHER (SPECIFY)	
				
QTY:	QTY:	QTY:	QTY:	QTY:
35MM NEGATIVES	110/126	MEDIUM FORMAT	OTHER (SPECIFY)	
		<ul style="list-style-type: none"> • 6CM X 4.5CM • 6CM X 6CM • 6CM X 9CM • 6CM X 17CM • 6CM X up to 22CM 		
QTY:	QTY:	QTY:	QTY:	QTY:

PHOTO DIGITISATION INSTRUCTIONS

DIGITISING NEGATIVES	EVERYTHING	OTHER (SPECIFY)		
SCANNING SIZE	AS ORIGINALS	YES (REFER TO PHOTO ENLARGEMENT)		
RESOLUTION (DPI)	300DPI	600DPI	1200DPI	
QUALITY (FILE SIZE)	NORMAL	MEDIUM	HIGH	
PHOTO ENHACNEMENT	YES	NO		
PHOTO ENLARGEMENT	YES	NO	A4	A3
QUICK TURNAROUND	YES	NO		
SEPARATE EACH ALBUM AS FOLDER	YES	NO		
REINSTATE PHOTOS IN ALBUM	YES	NO		
SCANNING ORDER REQUIRED	NO	YES (SPECIFY IN NOTES SECTION)		
CROPPING AND ORIENTATION	DIGITISED PHOTOS WILL BE CROPPED AND CORRECTLY ORIENTED (included)			

- Photos will be cleaned before scanning.
- Loose photos will be scanned in any order unless they are bundled together.
- Each album will be scanned in sequential order, starting from 001, 002, 003, etc. Manual folder naming will incur an additional charge.
- Photos will be scanned at 600 DPI, with an option to upgrade to 1200 DPI upon request.
- An additional charge will apply for removing and reinstating photos in the album.
- Glued photos cannot be removed; please ensure they are detached before providing them.
- We do accept bulk order scanning services. Feel free to reach out if you have any specific requirements or need more details!

NEGATIVES DIGITISATION INSTRUCTIONS

DIGITISING PHOTOS	EVERYTHING	OTHER (SPECIFY)	
SCANNING SIZE	AS ORIGINALS	OTHER (SPECIFY)	
RESOLUTION (DPI)	2400DPI	4800DPI	9600DPI
HIGH QUALITY	YES	NO	
PHOTO ENHACEMENT <small>(Colour Correction, Adjust Brightness & Contrast etc.)</small>	YES	NO	
QUICK TURNAROUND	YES	NO	
REINSTATE PHOTOS IN ALBUM	YES	NO	
SCANNING ORDER REQUIRED	NO	YES (SPECIFY)	
DUST AND SRATCH REDUCTION	DUST AND SRATCH REDUCTION (Included)		
CROPPING AND ORIENTATION	DIGITISED PHOTOS WILL BE CROPPED AND CORRECTLY ORIENTED (Included)		

- Negatives will be cleaned before scanning.
- Negatives will be digitised at 9800 DPI for an additional charge.
- We will scan all the images on the strip, as selection is not permitted due to the nature of the process.
- If negatives are supplied as a roll, we will cut the strip into 6-image sections for digitisation.
- We do not process negative canisters and do not accept undeveloped negatives.

DELIVERY METHOD

OUTPUT FORMAT	USB	DVD	CLOUD
	HARD DRIVE	OWN USB/HARD DRIVE	OTHER
ADDITIONAL COPIES	NO	YES	DVD (QTY)
	USB (QTY)	HARD DRIVE (QTY)	OTHER (QTY)

SPECIAL INSTRUCTIONS

OFFICE USE ONLY

PARCEL ARRIVAL DATE:		CONTENTS RECEIVED:	
PARCEL ARRIVAL NOTES:			
DELIVERY BOOKED DATE:		DELIVERY REF NO:	