


# SLIDES CONVERSION ORDER FORM

## CONTACT DETAILS

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

<b>OFFICE DROP-OFF</b>	<b>POSTAL DELIVERY</b>
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### SLIDES SUPPLIED (Please specify quantity for each type of slides)

<b>35MM SLIDE</b> 	<b>127 SLIDE</b> 	<b>126 SLIDE</b> 	<b>110 SLIDE</b> 	<b>SLIDE STORAGE BOXES</b> 
<b>QTY:</b>	<b>QTY:</b>	<b>QTY:</b>	<b>QTY:</b>	<b>QTY:</b>
<b>SUPER 35MM SLIDE</b> 	<b>SUPER 127 SLIDE</b> 	<b>HALF SLIDE</b> 	<b>Medium Format 120 /220</b> 	<b>OTHER (SPECIFY)</b>
<b>QTY:</b>	<b>QTY:</b>	<b>QTY:</b>	<b>QTY:</b>	<b>QTY:</b>

### SLIDES DIGITISATION INSTRUCTIONS

<b>DIGITISING SLIDES</b>	EVERYTHING	OTHER (SPECIFY)
<b>SCANNING SIZE</b>	AS ORIGINALS	OTHER (SPECIFY)
<b>RESOLUTION (DPI)</b>	2400DPI (STANDARD)	4800DPI (PRO)      9600DPI (ULTRA)
<b>HIGH QUALITY</b>	YES	NO
<b>IMAGE ENHANCEMENT</b> <small>(Colour Correction, Adjust Brightness &amp; Contrast etc.,)</small>	YES	NO
<b>QUICK TURNAROUND</b>	YES	NO
<b>REINSTATE SLIDES</b>	YES	NO
<b>SCANNING ORDER REQUIRED</b>	NO	YES (SPECIFY)
<b>DUST AND SRATCH REDUCTION</b>	DUST AND SRATCH REDUCTION <b>(Included)</b>	
<b>CROPPING AND ORIENTATION</b>	DIGITISED PHOTOS WILL BE CROPPED AND CORRECTLY ORIENTED <b>(Included)</b>	

- Slides will be cleaned before scanning.
- Slides will be digitised at 9800 DPI for an additional charge.
- Manual image enhancement upgrade is available at an additional charge per image. This includes manual colour correction, contrast and brightness adjustment, exposure correction, and sharpness enhancement.
- Each slide box will be scanned in sequential order, starting from 001, 002, 003, etc. Manual folder naming will incur an additional charge.
- Slides will be scanned at 2400 DPI, with an option to upgrade to 4800 DPI upon request.

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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:		NO. OF SLIDES RECEIVED:	
PARCEL ARRIVAL NOTES:			
DELIVERY BOOKED DATE:		DELIVERY COMPANY.:	
DELIVERY BOOKED BY (NAME):		DELIVERY REF NO:	