

Calgary Photos Scanning

Bulk Photo Scanning Information and Preparation Instructions

Bulk Photo Scanning is an affordable option for everyone to help them digitize their photographic memories for the future. As Bulk Photo Scanning is based on efficiency of the photo scanning process please follow these instructions carefully to prepare your photos.

Other local services are 3 to 10 times higher in price. Help us keep our prices from rising by following these instructions and ensuring we continue to have an efficient process.

Which prints can be scanned this way?

- Photographic prints at least 2.5 x 3.5 inches and no bigger than 8 x 10 inches.
- Photos smaller than 2.5 x 3.5 or photos that have been cut into shapes (hearts, circles or people cut out) must be glued to an index card. If you have photos like this, please invest in some 4x6 index cards and glue the photos to the cards.
- Polaroid photos are included.

Bulk Photo Scanning Orders include:

- Photos scanned at 300 dpi resolution (600 dpi available upon request - additional charges apply)
- Photos saved as jpg images saved to a DVD disk. DVD disks are used as they can hold more photos. This is not a DVD movie
- The resulting digital files are good for quality photo print of the original size or slightly larger as well as E-mail or Web sharing
- Photos will have system sharpen/retouch colour restoration applied to help restore faded and discoloured photos

What is not included

- Photos smaller than 2.5 x 3.5 or photos that have been cut into shapes (hearts, circles or people cut out) and are not glued to a 4x6 index card. If we have to do this for you there will be a minimum \$20 surcharge.
- Photos in albums are not included. We can remove the photos for you at an additional cost.
- Thick or mounted prints do not fit into the Bulk Photo Scanning option and will be scanned at a charge of \$0.50 per photo.
- Newspaper clippings, cards or laminated photos are not included and will be scanned at a charge of \$0.50 per item.
- Large quantities of 8x10's or 5x7's will be an additional cost. You will be notified if this applies to your order.

What services are not included

- Rotation of photos
- Creation of folders

How to prepare your photos.

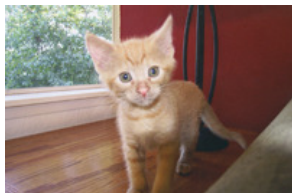
- Photos must be loose and not in albums, un-mounted, not torn or bent and free of adhesives
- **Absolutely no Post-It notes, tape, staples, paper clips, envelopes or baggies**
- Photos must be able to bend to be scanned with the high speed photo scanner.
- Photos that have been stored in adhesive albums (the ones with the clear peel away cover sheet), **MUST** be cleaned of all adhesive and glue residue. If your photos are not cleaned and stick to each other there will be a additional charges for us to remove adhesive so photos can be scanned. I recommend using a product called Un-do which can be found at any Michaels Craft Store. It is perfectly safe for your photos and does a wonderful job or removing adhesive. It also makes removing photos from these types of albums very easy.

How to organize and package your photos for delivery to Calgary Photo Scanning

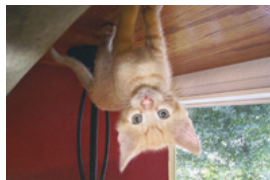
- Photos need to be bundled in reasonably sized bundles and held together with an elastic band.
- Photos can then be placed in a photo box, shoe box or other box/container with a lid so they can be stored easier. Please label your box/container with your contact information.
- **DO NOT** bring your photos in a plastic bag, gift bag, envelopes etc as it makes it more difficult for us to store. The only exception is if you are bringing in 500 or less photos, then simply put an elastic around them and be sure to have an index card with your contact information included at the top of the bundle.
- Sort your prints and place in index card between groupings so that is easier for you to identify them once they are scanned. Simply record whatever information you want on this card. It will be scanned along with the photos and will be the first image in the series so it will make it easier for you to separate your images. Do not sure Post it Notes for this as they will be removed and tossed away.
- Please have all photos lying horizontally regardless of their orientation (landscape or portrait). Ensure all photos are right side up and facing the same direction. If upside down then the scans will also be upside down. Same for those facing backwards, they will be scanned backwards and you will end up with the back of the photo and not the actual photo. You do have the option of selecting the Photo Rotation option as an additional charge and then all photos will be rotated for you.
- Fan through your photos to help ensure there are no small photos that need to be glued to an index card. This will also help to remove any surface dust that might be on the photos.
- Any larger photos can be placed loose on the top of the bundles of photos. Please ensure your box/container will fit all photos. This way we can ensure that your photos stay together and dont' get mixed up with other photos.
- If you are wanting important information scanned with the photos simply write this out on 4x6 index card and place the card with the photos where you would like it and it will be scanned along with the photos (it will count as an addition scan in total numbers)

Photos MUST be prepared and organized according to our instructions.

If you simply toss your photos in a bag or a box there will be additional charges for us to organize them.



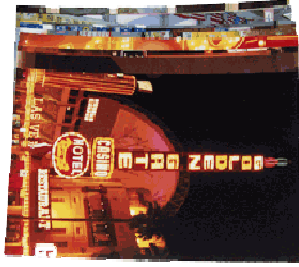
Right side up - correct



Upside down - incorrect



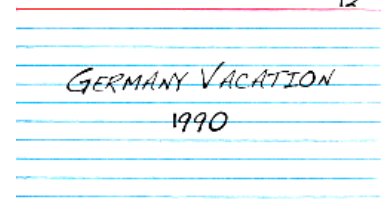
Face down - incorrect



Correct Orientation of all photos



Incorrect orientation of photos

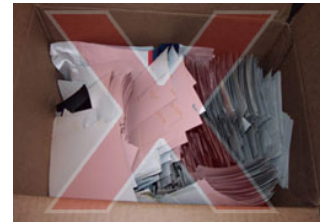


Example of index card to be used to identify groups of photos to make it easier for you to identify once scanned

Correct Packaging



Incorrect Packaging



Pricing:

0-500 photos	\$50.00
500-1000 photos	\$100.00
over 1000 photos	\$0.10 cents per scan

Additional Scanning Options/Charges:

Folders can be created and files named according to the folder name	\$1 per folder
Rotation of photos to the correct orientation is available for an additional cost of	\$25 per increment of 1,000 photos. (fee will not be pro-rated, ie. 0-1000 \$25, 1001-2000 photos \$50 etc).
Smaller than 2.5 x 3.5 or not square shape (heart shaped, oval, trimmed etc) glued to index cards .	Min \$20 surcharge
Removal of adhesive for photos that are stuck together.	Min \$20 surcharge
Removal of photos from albums	\$25 per hour
Thick or mounted prints, newspaper clippings, cards etc (up to 8x10 size)	\$0.50 each
600 dpi scan - additional charge of	\$25 per 500 photos
Additional copies of photo disk	\$5 each