



## Photo Scanning Order Form

Please fill in this form and send it along with your photos to be scanned to:  
**Photoscans, 55 Ti Rakau Drive, Woolston, Christchurch 8023. Phone 03 381 1854**

**Please Note:** Photos must be normal thickness, supplied loose and in a clean and non-sticky condition. This service is not applicable for Polaroid or card-mounted photos, photos in albums, photos larger than 8x12, slides and negatives.

You have the choice of one of our Scanning Packages or, for smaller quantities of photos (less than 100), our 'Pay per Scan' option.

**Photo Scanning Packages** – includes photo scanning, 1x CD or DVD and return tracked courier (including rural delivery) – select the package and scanning resolution you require:

Item		Price	Quantity	Total
Up to 100 photos on CD	300DPI Resolution	\$99.00		
	600DPI Resolution	\$109.00		
Up to 200 photos on CD	300DPI Resolution	\$189.00		
	600DPI Resolution	\$209.00		
Up to 400 photos on DVD	300DPI Resolution	\$339.00		
	600DPI Resolution	\$379.00		
Up to 600 photos on DVD	300DPI Resolution	\$449.00		
	600DPI Resolution	\$509.00		

Note: Additional photos in excess of the package quantity selected above will be charged at the 'Pay Per Scan' rate of \$0.99 for 300DPI and \$1.09 for 600DPI.

**Pay per Scan** – for less than 100 photos – enter the quantity of photos, scanning resolution and digital media options you require below. Minimum order value of \$50 applies for this option.

Item		Price Per	Quantity	Total
Photo Scanning – per photo	300DPI Resolution	\$0.99		
	600DPI Resolution	\$1.09		
Digital Media	CD	\$5.00		
	DVD	\$10.00		
Return Postage & Packing (tracked courier)	Standard addresses	\$9.00		
	Rural delivery	\$12.00		

**Additional Disks** – select if you require additional disk copies

Item		Price Per	Quantity	Total
Additional disks (in addition to 1x disk included in package or Pay per Scan)	CD	\$5.00		
	DVD	\$10.00		

### Pick Up/Drop Off and Onsite Scanning Services – for Christchurch clients only

Item		Price Per	Required
Pick Up/Drop Off from your premises:	Pick Up	\$9.00	
	Drop Off after scanning	\$9.00	
Onsite Scanning at your premises: (minimum 1 hour charge applies)	First hour	\$35.00	
	Subsequent hours (cost per hour)	\$20.00	

### Any Specific Requests

### Your Details

Your Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ Postcode \_\_\_\_\_

Phone \_\_\_\_\_ Mobile \_\_\_\_\_

Email (required) \_\_\_\_\_

Note: Your originals and digital media will be sent to the address nominated above. A street address is required. We cannot send to PO Boxes.

### Payment Method

I will pay by: ☐ Cash (local pickup/drop off only) ☐ Bank Transfer (Direct Credit)#

I have a voucher: ☐ Yes Voucher Type and Number: \_\_\_\_\_

# We will advise you of our bank account details prior to order being despatched or delivered. Payment is required in full prior to despatch or delivery of the completed scanned digital images.

### Authorisation and Confirmation

I request Photoscans to undertake the services as nominated above. I have read, understand and agree to be bound by the Photoscans terms and conditions as published on the Photoscans website.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_