



Packing & Shipping Instructions

For negatives and newer photos (non-fragile) a standard rigid photo mailer of generous size is adequate. These are easily obtainable at any office supply store and most discount stores. Please enclose the photos (or pieces of photos) in envelopes and the negatives in protective sleeves.

For fragile images, you should sandwich the photo(s) or pieces of the photo in an envelope protectively between two oversize pieces of sturdy cardboard. Tape the cardboard pieces together on each side, and place in an appropriate heavy duty mailing envelope.

For slides, group them in stacks no larger than 50 slides. Do not send slides in carousels or slide magazines. Wrap each stack with a strip of paper and a rubber band. On the paper strip, write the resolution you wish the slides to be scanned at and any specific instructions. If you want the slides scanned in any specific order, please stack them in the correct order and number each slide in the correct order. Place the wrapped slide stacks in zip-lock bags. If you still have the original box (serviceable), archival boxes, or archival plastic storage pages, you can send them in those. Package these in a roomy strong shipping box with at least an inch of packing material around the slides.

Please fill out our **Work Order Form** and be sure to enclose a copy of it with any special instructions as well as your personal contact information (full name, return address, phone number, and email address) with each shipment. If in doubt, please give us a call before you ship the items. We will confirm receipt of your package(s) by email after they arrive.

Thank you for your business and your confidence.