



Loose photos guide

Welcome! This guide will walk you through the simple steps to prepare your precious photos for our loose photo scanning service. We're excited to help you preserve your memories for generations to come!

Step 1: You Sort

Your part is easy! Just sort and prep your photos before sending them to us. Here's a checklist to guide you

- [] **Remove photos from albums:** Gently take each photo out of its album, scrapbook, or frame. Be careful not to tear or bend them.
- [] **Dust them off:** Use a soft, dry cloth to gently wipe away any dust or debris from the surface of each photo. Avoid using liquids.
- [] **Group photos:** Sort your photos into groups
- [] **Label your groups:** Group 1, Group 2 etc. If you want the folders naming include details

Step 2: We Scan

Once we receive your prepared photos, we will carefully scan each one using professional-grade equipment. Here's what you can expect:

We Can Scan:

- Loose photos (all sizes)
- Photos with writing on the back
- Black and white photos
- Color photos
- Polaroids

We Cannot Scan:

- Photos still in albums or frames
- Photos stuck to glass or other surfaces
- Negatives or slides (available as separate service)
- Anything larger than 8x10 inches

Step 3: You Share

After scanning, we'll return everything to you, plus a little extra to share with family and friends:

- Your original photos, carefully packaged
- A USB drive with high-resolution digital images of all your photos sorted into groups

Questions?

If you have any questions about preparing your photos or our loose photo scanning service, please don't hesitate to contact us. We're here to help!

We hope this guide has been helpful! We look forward to helping you preserve your precious photo memories.