

Name _____

Email _____

Address _____

Phone _____

Photos / Documents / Slides / Negatives to Scan

Please group your items. Separate each group by placing them in an envelope, rubber banding the group together or placing them in a small box. Then title each group based on the type of items in each group. Titles can be dates, themes, individual's names, etc.

List the groups in the order you wish to have them scanned. Items will be titled group_name.0001, group_name.0002, etc.

Scanning Options

Photos and Documents	
300 dpi	600 dpi
Negatives	
300 dpi	600 dpi
Slides	
300 dpi	600 dpi

	Title of Group	# of items (approximate)	Contents (photo, slides or negatives)	DPI To be scanned at
Group 1				
Group 2				
Group 3				
Group 4				
Group 5				
Group 6				

Group 7				
Group 8				
Group 9				
Group 10				
Group 11				
Group 12				

(print multiple sheets if more space is required)

Photo Enhancements

We can make enhancements to your photos, slides or negatives. Enhancements such as cropping, removal of red eye, anti-fade, background removed, black and white, sepia, etc. Contact us for an estimate of fees for photo enhancements.

Please mark all items you which to have enhancements performed on and the type of enhancement (if you want a specific kind or simply tell us what you want corrected in the photo).

Photos and Documents: place sticky note on BACK of item with instructions. Or put in a separate envelope.

Slides and Negatives: put in separate envelope with instructions.

Be sure to state which group the items in separate envelopes belong to so they can be scanned with their appropriate group. Or just put them in the group with their special instruction envelopes.

Special Instructions

MAIL MATERIALS TO: DIGITALLY YOURS, 4331 36TH AVE NE, ESMOND, ND 58332