



ORDER FORM FOR OTHER SERVICES

Film & Negative Scanning Slide Scanning Photographic Restoration DVD Duplication

Please print clearly and enclose with your order.
 *Fields marked with an asterisk are required to expedite production and return shipping.

Contact Information		
* Last Name:	* First Name:	
* Address 1:		
* Address 2:		
* City:	* State:	* Zip:
* Home Phone:	* Alternate Phone:	
* Email Address:		

Shipping Address (If different from above)		
* Last Name:	* First Name:	
* Address 1:		
* Address 2:		
* City:	* State:	* Zip:

Is this a surprise for anyone who might answer any of the phone numbers above? Yes No

If so, please list the names we should not discuss the project with:

* Requested Completion Date:

PHOTO SCANNING - Let us scan your treasured paper photographs, up to 8x10, and save them to DVD (or alternative media) for high quality printing and archival. Sizes up to 8x10.

Standard Package - Scanned at 300 dpi, choice of CD or DVD media. Jpg format	Cost	Total
Count the number of photographs to be scanned.	\$0.50 per photo	
How would you like your photographs returned? CD DVD Other		

Deluxe Package - Scanned at 600 dpi, cropping by hand, photo adjustment by hand (color, contrast, brightness, red-eye removal etc. - this is not intended to be photo restoration), choice of CD or DVD media. Jpg format.	Cost	Total
Count the number of photographs to be scanned.	\$1.50 per photo	
How would you like your photographs returned? CD DVD Other		

If you have some photos you want to have color corrected, red-eye removal etc., (deluxe), and some that you just need scanned (no clean up), please clearly mark each photograph with either a sticky note on the back, or place in a marked Zip-lock bag.



FILM NEGATIVE AND SLIDE SCANNING - Let us scan your film negatives and slides, for high quality printing and archival. We accept 35mm film, 35mm slides, and 120 roll film strip.

Standard Package - Scanned at 2400 dpi, choice of CD or DVD media, jpg format.	Cost	Total
Count the number of slides and/or negatives to be scanned.	\$1.0 per negative	
How would you like your scanned slides/negatives returned? CD DVD Other		

Deluxe Package - Scanned at 4800 dpi, cropping by hand, photo adjustment by hand (color, contrast, brightness, red-eye removal etc. - this is not intended to be photo restoration), choice of CD or DVD media. Jpg or TIFF format.	Cost	Total
Count the number of slides and/or negatives to be scanned.	\$2.0 per negative	
How would you like your slides/negatives returned? CD DVD Other		

If you have some photos you want to have color corrected, red-eye removal etc., (deluxe), and some that you just need scanned (no clean up), please clearly mark each photograph with either a sticky note on the back, or place in a marked Zip-lock bag.



PHOTOGRAPHIC RESTORATION

Simple Photo Retouching - Color correction, contrast enhancement, red-eye removal, simple scratch repair or similar	Cost	Total
How many photographs need simple restoration work?	\$ 30.00 / hour	* tbd
How would you like your photographs returned? CD DVD Other		

Note: There is a minimum charge of \$30.00 for all orders.

Moderate Photo Retouching - All of the above, plus background/foreground highlight/darkening, scratch repair, opening closed eyes, removal of background objects, and similar.	Cost	Total
How many photographs need moderate restoration work?	\$ 60.00 / hour	* tbd
How would you like your photographs returned? CD DVD Other		

Note: There is a minimum charge of \$60.00 for all orders.

*** Reflections of Life will provide review the photographs supplied, and provide an estimate of the time required to do the restoration requested, before any work is done.**

Reflections of Life's goal is to ensure that your photographs are restored to their utmost potential. We will review the photograph, and if we believe it is not something that we can handle with professional results, we will recommend a third-party restoration company.



SMALL ORDER DVD DUPLICATION - Reflections of Life can provide you with small-run DVD duplication needs for non-copyrighted materials (whether we created them or not).

Number of Copies	Price Per Copy of the DVD With:			Total
	White Label Paper Envelope	Custom Label Paper Envelope	Custom Label DVD Case	
1 - 5	\$10	\$17	\$25	
6 - 10	\$8	\$15	\$20	
11 - 20	\$6	\$13	\$15	
21 - 25	\$6	\$10	\$12	

The turnaround time will vary with each particular order, and our current workload. The average turnaround time is estimated to be 1-2 weeks, depending upon the size of the order.

Reflections of Life, Terms and Conditions

This agreement must be signed and included with your photos & order form

Reflections of Life herein enters into an agreement to perform the service of scanning, duplicating, and/or restoring photographs, slides, or film negatives submitted by the client, hereafter referred to as the material. By submitting the material for one of our services, the client acknowledges and agrees that *Reflections of Life* shall not be liable for any loss or damage to these materials during the shipping process, either to or from our Company. *Reflections of Life* is not responsible for the client's materials before they arrive at our office or once they leave our office to be returned to the client. The client hereby releases *Reflections of Life* of all liability while in our possession whether direct, consequential, or incidental, arising out of use of *Reflections of Life's* services.

Reflections of Life strongly recommend that our clients ship their materials via a shipping service which provides the ability to track and insure their package, such as FedEx, UPS, USPS, etc. The client understands and agrees to release *Reflections of Life* from all liability resulting from mishandling or loss during shipping, regardless of carrier used or method of transport.

The client certifies that the photos, slides, music or other materials being presented to *Reflections of Life* are not, to his/her knowledge, protected by copyrights owned by another, or that if the material is protected, the client has obtained the permission of the copyright owner to make or have *Reflections of Life* make copies of the material, and that such permission is in written form and in the possession of the client. The client will hold *Reflections of Life* harmless for any judgment costs, legal fees, or other expenses that might arise by the reason of any infringement of copyright related to the order.

The client also understands and agrees that *Reflections of Life* is not responsible for DVD incompatibility with their DVD players or computer DVD drives. *Reflections of Life* uses only high-quality DVD+R/DVD-R Media. Each copy is checked before shipping for quality control on three (or more) different DVD players to make sure that it is working properly. Unless otherwise instructed, *Reflections of Life* uses DVD-R media. It is the client's responsibility to ensure that their DVD player/computer is compatible, and to notify *Reflections of Life* immediately if a different media is required.

The client hereby agrees that if they are not completely satisfied with the DVD restoration provided by *Reflections of Life*, they must notify *Reflections of Life* within five (5) business days upon receipt of the product. *Reflections of Life* will make every reasonable effort to correct any problems.

The client understands that due to the time and labor involved in doing photographic restoration work, *Reflections of Life* does not offer refunds.

The client understands and agrees that payment in full must be received by *Reflections of Life* before production of the order begins.

***Customer Signature:** _____

***Customer Name (Printed)** _____ **Date:** _____

Reflections of Life
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