

Order Form and Checklist for Photography Scanning Services:

By ordering you agree to the vdocs terms and conditions

Order to: vdocs corp
 13734 77th Ave
 Seminole, FL 33776
 E-Mail: photo@vdocs.org
 Phone: 727-501-9800

From:	Name:
	Business:
	Street:
	City:
	State:
	Phone:
E-Mail:	

Place Order:
 E-Mail to photo@vdocs.org
 vdocs will send you an Order number in e-Mail


photos
Pricing will be calculated automatically

1. Quality Photo Scanning:

Scanning with 600 dpi:	\$ 0.099	<input style="width: 80%;" type="text" value="0"/>	\$ -
2-Sided Photo Scanning	No is default Please circle:	No Yes	

2. Photos that are Smaller than 3" x 3" images, larger than 8" x 10", cardboard or require special manual handling (round photos, photo albums, metals etc)

b) Scanning with 600 dpi:	\$ 0.35	<input style="width: 80%;" type="text" value="0"/>	\$ -
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3. Indexing and File Naming:

Cost per Section:	\$ 1.00	<input style="width: 80%;" type="text" value="0"/>	\$ -
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4. Thumbprints:

per 24 up divide amount of images by 24	\$ 1.50	<input style="width: 80%;" type="text" value="0"/>	\$ -
per 8 up divide amount of images by 8	\$ 1.50	<input style="width: 80%;" type="text" value="0"/>	\$ -

5. Photo to DVD

Cost per 1st DVD	\$ 10.00	<input style="width: 80%;" type="text" value="0"/>	\$ -
Cost per Duplicate	\$ 5.00	<input style="width: 80%;" type="text" value="0"/>	\$ -

IMPORTANT: We can not guarantee how many images will fit on each DVD and how many DVD's you actually need for all your scans. Before we burn any DVD's we will notify you.

Total Estimated Pricing:	\$ -
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Order / Packing / Shipping Instructions:

ORDER NUMBER

Please write your order number clearly on the box and on the Order form you placed in Box

PACKING INSTRUCTIONS:

Option 1: Scan with default image numbering:

- validate: 1. Remove all photos from albums, and envelops. Remove all staples, paper clips, post-it notes etc.
- validate: 2. Photos must be between 0.5"x0.5" and 11.5"x17".
- validate: 3. Group your photos in order
- validate: 4. Orient all images correctly - the way you need them scanned
- validate: 5. wrap images with rubber band or put in small plastic bag
- validate: 6. place photos in box for shipping
- validate: 7. place copy of order in Box

Option 2: Scan with customer Image numbering

- validate: 1. Remove all photos from albums, and envelops. Remove all staples, paper clips, post-it notes etc
- validate: 2. Photos must be between 3"x3" and 11"x17".
- validate: 3. Group your photos in sections
- validate: 4. Place index card in from of each section
- validate: 5. Provide on index card and please write clearly:
 - a) numbering of section - which section goes first
 - b) title of each section
- validate: 6. wrap images with rubber band or put in small plastic bag
- validate: 7. place photos in box for shipping
- validate: 8. Place copy of order in Box

SHIPPING:

a) with Return Shipping Label:

vdocs recommends for you to provide a return shipping label. Please place shipping label into the box. This reduces the Shipping and Handling Fee.

a) without Return Shipping Label:

vdocs will charge a handling fee of \$5.00 in addition to the Shipping Charges.

Shipping Address:

vdocs corp
13734 77th Ave
Seminole, FL 33776
Phone: 727-501-9800

PAYMENT:

You will receive a initial invoice in e-mail that needs to be paid prior we initiate the scanning service
Final invoice is due after scanning service are performed before we provide you the download link
and before we send the photos back to you.

Minimum Order amount is \$50,00

Payment is due via Credit Card (Visa / Master Card) or PayPal