



Brenda Roberts
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 Bethel VT 05032

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NAME:	DATE:
ADDRESS:	Phone:
Email:	Due date:

ITEM	PRICE EACH	QTY	Cost
Photo up to 12" x 18" (400-1200 dpi)	\$0.39 ea		
Slides (4000 dpi)	0.39 ea		
Multi-image scan	0.39 ea		
Remove photo from album or slide from carousel	0.20 ea		
Return photo to album or slide to carousel	0.20 ea		
Titles, captions, keywords	0.25 (per photo)		
Large documents/photos	1.99		
Fragile/difficult items	\$30/hour		
Pick up/delivery up to 100 items	\$20		
Up to 500 items	\$10		
Service fee	\$25.00*		
Duplicate flash drives	varies		
15% discount over 1,000 scans; 15% discount for current or retired postal workers			

**Service fee waived for repeat customers when adding new files onto previously purchased drives*

Photos are scanned at 400-1200 dpi depending on the size of the original, in tiff format. Then they are exported into jpeg files for ease of use (smaller file size). I will provide you with the tiff and the jpeg files. Slides are scanned at 4000 dpi and exported to jpeg.

I recommend making copies of your flash drive and/or storing the files in the cloud so that you have at least two back-up locations. Don't forget to share them with your friends and family!

Photos not being returned to their original albums or containers will be placed in acid-free envelopes or photo boxes, depending on the size of the collection.

Complete satisfaction is guaranteed. For one year, I'll keep a copy of your files in order to make replacements, repairs, corrections, or changes if needed. If you do not want me to keep a copy of your files, I will delete them after 10 days and your guarantee is reduced to that same period.

I use a flatbed scanner, allowing for gentle handling of your items during the scanning process. Great care will be taken to ensure everything will be in the same condition in which it was received. However, I will not be held liable for any damage beyond my control, such as extremely fragile items that are damaged when moving from your container to the scanner. If an item appears to be too fragile, I will bypass that item rather than cause it damage.

If your project is elaborate, such as containing many hard-to-read captions or people-tagging we may need to meet more than once, either virtually or in person, to ensure all the information is accurate.

Thank you for doing business with ScanVT, my promise is to treat your possessions as if they were my own and to exceed your expectations.

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