



PROFESSIONAL PHOTO SERVICES ORDER FORM

155 Boardwalk Dr.
Suite 400-514
Fort Collins, CO 80525
Phone: (970) 689 0070
www.AVRrestore.com

Please choose the type of service requested for each original. You may fill in the fields using a computer or print it first and complete the form manually. Digital images will be delivered on a DVD-R or, at your request, a USB drive (fees apply).

PHOTOS, NEGATIVES AND SLIDES SCANNING

- Manual scanning (min 10 items)
- Fluid film scanning (min. 10 items)

COMMENTS

ADDITIONAL INFO

- I included a USB drive
- AVRrestore will provide an adequate USB drive
- How should we format your digital media (must specify): Windows PC Apple
- Rush service requested (processing and shipping fees apply)

BILLING INFO (must fill all fields)

Full name _____

Address _____

City _____

State _____ Zip _____

Phone _____ - _____ - _____

E-mail _____

SHIPPING INFO

Same as the billing address

Full name _____

Address _____

City _____

State _____ Zip _____

Phone _____ - _____ - _____

E-mail _____

I accept the standard terms of agreement published on www.AVRrestore.com.
I have the unrestricted right to permit AVRrestore to perform the services requested.

Signature _____ Date: _____



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Fort Collins, CO 80525

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FRAGILE • MAGNETIC MEDIA • FRAGILE



FRAGILE



**MAGNETIC MEDIA
DO NOT X-RAY!**

INSTRUCTIONS ON HOW TO ORDER PROFESSIONAL PHOTO SERVICES

- 1 This order form can be used only for scanning of professional photographic media. To see a list of accepted formats, please go to our “Photo” page.
- 2 The requested service will apply to all originals.
- 3 If you order anything on USB drive or hard drive, you have the option to provide your own USB or hard drive. Otherwise, we will provide one with the closest capacity that we have in stock and add the cost to your estimate. Please let us know if multiple identical drives are required.
- 4 The digital media must be formatted for either Windows or Apple. You must let us know which one is required.
- 5 Priority processing is available on some of our services at an additional cost. If this is a time-sensitive job, please check the appropriate field on the form and we will provide an estimated time and cost after we evaluate your originals.
- 6 Be sure to include all your contact information in the “Billing” and “Shipping” fields. We do not share that data with any third parties and we will not send you spam email. We send you our estimates and invoices via email. We will contact you by phone if we need clarification. Failure to provide the full contact information will result in delaying the project.
- 7 Please ship the original media in a rigid cardboard box, with at least 1/2 inch of cushion between media and the box. Make sure the media does not shift inside the box. Mark the box clearly “FRAGILE”. Use any traceable courier service (UPS, FedEx, DHL, USPS) with delivery confirmation. Your media (except USB drives) qualifies for Media Mail service at low cost. Different size boxes are available for free (for priority services) at the courier’s office.

IMPORTANT: Do not forget to include the order form.