



888.790.8227 / 703.790.0098 (fax)  
www.spectraphotovideo.com  
info@spectraphotovideo.com

### Shipping Address:

1950 Old Gallows Road  
Suite 201  
Vienna, Virginia 22182

## Order Form

# Slide & Print Scanning

**INSTRUCTIONS:** Type directly in this form and print - or - print the form and handwrite the information in the specified boxes.

Please feel free to call us if you need assistance completing this form or with shipping your material to us.

Date:

Name:

Company:

Address:

City/State/Zip:

Phone:

Email:

### Select Service and Resolution

	Resolution	Qty.	Price	Total
35mm Slides & 35mm Negative:	<input type="text"/>	<input type="text"/> x	<input type="text"/> =	<input type="text"/>
	<input type="checkbox"/> JPEG or <input type="checkbox"/> TIFF			

Large Format (120/220) & 4x5 Transparency:	<input type="text"/>	<input type="text"/> x	<input type="text"/> =	<input type="text"/>
	<input type="checkbox"/> JPEG or <input type="checkbox"/> TIFF			

Photos 3 x 5:	<input type="text"/>	<input type="text"/> x	<input type="text"/> =	<input type="text"/>
	<input type="checkbox"/> JPEG or <input type="checkbox"/> TIFF			

Photos 4 x 6:	<input type="text"/>	<input type="text"/> x	<input type="text"/> =	<input type="text"/>
	<input type="checkbox"/> JPEG or <input type="checkbox"/> TIFF			

Photos 5 x 7:	<input type="text"/>	<input type="text"/> x	<input type="text"/> =	<input type="text"/>
	<input type="checkbox"/> JPEG or <input type="checkbox"/> TIFF			

Photos 8 x 10:	<input type="text"/>	<input type="text"/> x	<input type="text"/> =	<input type="text"/>
	<input type="checkbox"/> JPEG or <input type="checkbox"/> TIFF			



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## Order Form

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### Additional Copies

Our price includes the creation of data DVD(s) to store your JPEG or TIFF images on. You can provide a USB thumb drive and we copy your files on your USB drive.

	Qty.	Price	Total
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DVD :	<input type="text"/>	x \$10.00 =	<input type="text"/>
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### Order Total

Subtotal:

Sales Tax - VA Residents - 6% (  ):

Shipping is based on the size and weight of the materials submitted and requested turnaround time.

Please estimate 5% of the total order for ground shipping.

Shipping & Handling :   
(minimum charge: \$9.95 - see box on the left)

**TOTAL:**

### Payment (Full payment is due at time of order submission)

☐ Check (include with this order form - there is a one week order delay while the check clears)

☐ Visa/Master Card/American Express/Discover

Credit Card Number:

Security Code (CSV):

Expiration Date:

Billing Zip Code:

### Comments

- Minimum charge: \$25 per order  
- Average Delivery time 7-10 business days (3-4 weeks for Film Transfer).  
- Actual Price will be determined after work is completed and will be based on actual film and/or video length.  
- Customer is authorized to re-produce the material(s) being worked on and/or has obtained appropriate authorization for copyrighted material submitted to Spectra for duplication or conversion.

### Limit of Liability

Your material is handled with the utmost care and confidentiality. Submitting any film, print, slide, video tape, VCD or DVD to our firm for transfer or other handling constitutes an AGREEMENT by you that any damages or loss by our firm will only entitle you to replacement with a like amount of unexposed film, slides, video tape, VCD or DVD. Except for such replacement the acceptance of the material is without other warranty or liability, and recovery for incidental or sequential damages is excluded.

Customer's Signature \_\_\_\_\_



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## Order Form

# Slides & Print Scanning

### Additional Copies

Our price includes the creation of data DVD(s) to store your JPEG or TIFF images on. If you wish to have your job on a CD(s), there is an additional \$5/CD charge.

☐ Create Job on CD(s) for an additional \$5/CD  
(instead of the included DVD)

	Qty.	Price	Total
DVD :	<input type="text"/>	x \$15.50 =	<input type="text"/>
CD :	<input type="text"/>	x \$12.50 =	<input type="text"/>

### Order Total

Subtotal:

Sales Tax - VA Residents - 6% (  ):

Shipping is based on the size and weight of the materials submitted  
and requested turnaround time.

Please estimate 5% of the total order for ground shipping.

Shipping & Handling :   
(minimum charge: \$9.95 - see box on the left)

**TOTAL:**

### Payment (Full payment is due at time of order submission)

- ☐ Check (include with this order form - there is a two week order delay while the check clears)
- ☐ Money Order (include with this order form)
- ☐ Visa/Master Card/American Express/Discover

Credit Card Number:

Expiration Date:

Billing Zip Code:

### Comments

- Minimum charge: \$25 per order  
- Average Delivery time 4-5 business days (3-4 weeks for Film Transfer).  
- Actual Price will be determined after work is completed and will be based on actual film and/or video length.  
- Customer is authorized to re-produce the material(s) being worked on and/or has obtained appropriate authorization for copyrighted material submitted to Spectra for duplication or conversion.

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Your material is handled with the utmost care and confidentiality. Submitting any film, print, slide, video tape, VCD or DVD to our firm for transfer or other handling constitutes an AGREEMENT by you that any damages or loss by our firm will only entitle you to replacement with a like amount of unexposed film, slides, video tape, VCD or DVD. Except for such replacement the acceptance of the material is without other warranty or liability, and recovery for incidental or sequential damages is excluded.

# SHIPPING INSTRUCTIONS

- 1- Complete the Order Form and enclose it with your order
- 2- Place your material in a plastic bag before packing it (keeps moisture out during shipping)
- 3- Use proper packing material (such as a box) to help protect your material during shipping
- 4- Ship to: **Spectra PhotoVideo**  
**1950 Old Gallows Road, #201**  
**Vienna, VA 22182**  
**703.847-6932**

If you have any questions about how to best ship us your material please feel free to call us at 1-888-790-8227.