

# ComTechND Photo Archiving Order Form

|                |   |
|----------------|---|
| <b>Step 1.</b> | Print this form and follow the directions below.  |
| <b>Step 2.</b> | Gather the photos you will be having archived.  |
| <b>Step 3.</b> | Name your photos. On the backside in the upper left corner please write the name you would like associated with each photo. These names will be used as the file name of the scanned image. If you do not care to name your photos we will assign a generic name to each photo. |
| <b>Step 4.</b> | Read and fully complete this form. If you have questions or concerns please call us at 701-774-8541 or contact us by email at info@comtechnd.com.   |
| <b>Step 5.</b> | If you will be paying by check or money order make it payable to ComTechND for the cost of your order.<br>Sorry no credit card or COD at this time.   |
| <b>Step 6.</b> | Send your photos, completed order form, and payment to<br>ComTechND 2015 1st Ave E. Williston, ND 58801   |
| <b>Step 7.</b> | You're Finished. We will contact you by email when we receive your order. Also, when we complete your project we will send you a completion email notifying you that your order has been shipped back to you.   |

## *Customer Information*

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone, Daytime: \_\_\_\_\_ Evening: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_

**Shipping Information** Check here  if same as above:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone, Daytime: \_\_\_\_\_  
Additional Information

## **When do you need your order completed**

Standard turnaround time (normally two weeks after order is received)

Rush my order (\$25.00 fee) Date needed by \_\_\_\_/\_\_\_\_/\_\_\_\_



| Description   | Quantity Price  | Subtotal       | Quantity x Price |
|---|---|----------------|------------------|
| Number of Photo Prints to be scanned.   | 1 to 300 Photos \$0.60 each<br>300 to 1,000 Photos \$0.55 each<br>1,000 or more Photos \$0.50 each  |                | \$               |
| Number of 35mm Slides to be scanned at 1,000 dpi.   | 1 to 249 Slides \$0.40 each<br>250 to 499 Slides \$0.38 each<br>500-999 Slides \$0.36 each<br>1000-1499 Slides \$0.34 each<br>1500 or more Slides \$0.32 each |                | \$               |
| Number of 35mm Negatives to be scanned at 1,000 dpi.  | 1 to 249 Slides \$0.72 each<br>250 to 499 Slides \$0.70 each<br>500-999 Slides \$0.68 each<br>1000-1499 Slides \$0.66 each<br>1500 or more Slides \$0.64 each |                | \$               |
| Check here <input type="checkbox"/> if you would like your Slides, Negatives scanned at 2,000 dpi.                      | \$0.15 Additional for 2,000 dpi<br>(4.2 MB Image Size)  |                | \$               |
| Check here <input type="checkbox"/> if you would like your Slides, Negatives scanned at 4,000 dpi.                      | \$0.50 Additional for 4,000 dpi<br>(15.5 MB Image Size)   |                | \$               |
| <b>File Formats Price</b><br><b>TIFF</b> , we recommend output to DVD with this format because of the larger file size. | TIFF format brings. \$0.10 per photo additional.<br><br>If you have special needs please contact us. We can output to most any file format.                   |                | \$               |
| If you would like your archive output to DVD only please check here <input type="checkbox"/> .                          | Output to DVD only \$6.00   |                | \$               |
| Additional copies of your disk on CD. Great for family or friends.  | \$12.00 each  |                | \$               |
| Additional copies of your disk on DVD.  | \$20.00 each  |                | \$               |
| Normal Shipping   | \$10.00   | Not Applicable | \$               |
| 2 <sup>nd</sup> Day Shipping  | \$20.00   | Not Applicable | \$               |
| Check here <input type="checkbox"/> to have your order insured during return shipping.                                  | \$1.00 per \$100.00 of insurance through FedEx 2 <sup>nd</sup> day air only. FedEx terms and conditions apply.  |                | \$               |
| Check here <input type="checkbox"/> to require a signature when your order is shipped back to you.                      |   |                |                  |
| Rushed Service Fee:<br>Only if you checked the rush my order box on the previous page.                                  | \$25.00   |                | \$               |
| Order Subtotal  |   |                | \$               |
| North Dakota residents should add 7% sales tax.   |   |                | \$               |
| <b>Final Order Cost</b>   |   |                | \$               |

**When you package the photos, slides or negatives for shipment, place the slides in a moisture proof bag, a zip lock bag works great, and mail to:**

**ComTechND  
2015 1<sup>st</sup> Ave E.  
Williston, ND 58801**

**\*\*Typical turn around time is approx. 2 weeks from when we receive the order to when we ship them, not from the date you send them.**

**If you have any questions please call us at 701-774-8541.**

**Thank you,**

**ComTechND**