

WORK INTAKE FORM

Photo Prints, Slides & Film Digitization Services

1. Customer Information

Customer Name: _____ Phone Number: _____

Email Address: _____

Mailing Address: _____

(Required if choosing returned mail option for SD card)

2. Order Details (Drop-off & Pickup)

Drop-off Date: _____ Estimated Pickup Date: _____

Media Type	Unit Price	Est. Qty	Final Cost (\$)
Small Prints (4x4" to 4x6")	\$0.50 / photo		
Medium Prints (5x7")	\$0.75 / photo		
Large Prints (8x10" to 8.5x11")	\$1.25 / photo		
35mm Slides (Mounted)	\$0.65 / slide		
Film & Negatives (35mm strips)	\$0.65 / frame		
Bulk Rate (100+ items)	\$0.38 - \$0.50 / ea		

Subtotal: _____ \$

Minimum Order Fee (if applicable)*: _____ \$

Total Due: _____ \$

*** Minimum Order Fee Tiers (Based on Total Scan Count):**

• 1 – 10 items: \$5.00 min

• 11 – 25 items: \$10.00 min

• 26 – 50 items: \$15.00 min

• 51+ items: Standard rates apply

3. Digital Delivery Options

☐ **Mail SD Card (+\$12.00):** Mail the loaded SD card to my mailing address upon completion. (Original physical media remains for in-person pickup).

☐ **In-Person Review & Email Transfer (FREE):** Files will be reviewed and transferred via email/cloud link during in-person pickup.

* Tiered minimum order fee applies to all jobs based on final processed scan count. Payment is required in person at the time of pickup or prior to return shipping. All original physical media remains the property of the customer and will be safely stored until in-person pickup or authorized return. By signing below, the customer agrees to the selected delivery method and acknowledges that final pricing will be calculated based on actual processed media quantity.

Customer Signature: _____ Date: _____