

Name \_\_\_\_\_

Email \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

**Photos / Documents / Slides / Negatives to Scan**

Please group your items. Separate each group by placing them in an envelope, rubber banding the group together or placing them in a small box. Then title each group based on the type of items in each group. Titles can be dates, themes, individual's names, etc.

List the groups in the order you wish to have them scanned. Items will be titled group\_name.0001, group\_name.0002, etc.

**Scanning Options**

Photos and Documents	
600 dpi	1200 dpi
Negatives	
600 dpi	1200 dpi
Slides	
600 dpi	1200 dpi

	<b>Title of Group</b>	<b># of items</b> (approximate)	<b>Contents</b> (photo, slides or negatives)	<b>DPI</b> To be scanned at
Group 1				
Group 2				
Group 3				
Group 4				
Group 5				
Group 6				

Group 7				
Group 8				
Group 9				
Group 10				
Group 11				
Group 12				

(print multiple sheets if more space is required)

**Photo Enhancements**

We can make enhancements to your photos, slides or negatives. Enhancements such as cropping, removal of red eye, anti-fade, background removed, black and white, sepia, etc. Visit our website, <http://www.digitally-yours.net/photoenhancehome.html> for available enhancements and fees.

Please mark all items you which to have enhancements performed on and the type of enhancement (if you want a specific kind or simply tell us what you want corrected in the photo).

Photos and Documents: place sticky note on BACK of item with instructions. Or put in separate envelope.

Slides and Negatives: put in separate envelope with instructions.

Be sure to state which group the items in separate envelopes belong to so they can be scanned with their appropriate group. Or just put them in the group with their special instruction envelopes.

Special Instructions

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**MAIL MATERIALS TO: DIGITALLY YOURS, 7701 RIDGELAND DRIVE, BISMARCK, ND 58503**