

Requirements and how to prepare your photos for Shoebox scanning:

IMPORTANT: Only pictures are accepted for this specific service. No negatives or slides can be included with your order. Please ask us for information about our negative and slide scanning services. Remove all photos from albums, envelopes, etc. Make sure there are no staples, paper clips or anything else attached. **WE CAN ONLY PROCESS LOOSE PHOTOS FOR BATCH SCANNING.** Pictures in albums or mountings will have a special handling fee. If there is any tape, glue or other materials that might impede the scanning we may not be able to process that photo through our batch scanner. If the photos are too thick, or for other reasons cannot be scanned, we will separate those images and offer to scan them individually for an additional charge. Photographs must be able to slightly bend with little or no effort. Aged and delicate photos will be scanned individually at our regular prices.

We will restack your pictures by size and orientation; therefore they will not be in the order you brought them in. If you'd like your photos to appear in order there will be an extra charge. All images will be rotated upright. For bulk scanning, photos must range anywhere in between a wallet size (2x3) to an 8x10.

We can scan both sides; so if you have handwritten messages on the back, just let us know to scan the backs, too. Place those double-sided photos in one stack separate from the others.

If you wish, you may use a 4x6 index card to divide and sort your photos. You can write a message on the card to denote the sequence of your photos. We can also scan these as well;

however, scanning will be done backwards. (Bottom of stack feeds first with photos stacked face up).

Notice: These high-speed scans are designed to digitally preserve your regular photos. The resolution will be good enough for making prints slightly larger than your original photo. This is not designed to archive professional images with museum-quality clarity. We do provide high-quality, high-resolution scans for \$7.50 each. High-speed photo pricing is based on volume - the more you have the cheaper the price per scan. There is no refund for high-speed photo scans and you must understand and agree that we cannot guarantee the image quality of the reproductions or individual quality control your files due to the extreme high volume scanning operation.

Fullerton Photographics, Inc. respects copyrights. If you have any copyrighted photos, you must have permission from the photographer or be the owner of the photos. Please ask us about copyrighted material.