



Ross Imaging Center
3000 Whitney Ave Unit #1
Hamden, CT 06518
(203)281-6996

Print Scanning Mail Order Form

First Name:	Last Name:	Date:
Phone Number:	Email Address:	
Order Comments/ Instructions:		

1. Select your scan type

Print Scanning

QTY	Print Count	Scanned to a Disc	Shoebox Exceptions	Shoebox Exceptions	SUBTOTAL
	Up to 250 prints	\$39.95	+\$6.95 per image larger than 8.5x14	+\$1.50 per fragile image	\$
	251-500 prints	\$49.95	+\$6.95 per image larger than 8.5x14	+\$1.50 per fragile image	\$
	501-800 prints	\$69.95	+\$6.95 per image larger than 8.5x14	+\$1.50 per fragile image	\$
	801-1000 prints	\$99.95	+\$6.95 per image larger than 8.5x14	+\$1.50 per fragile image	\$

2. Prepare your shoebox

For this process we only accept loose individual photos for our shoe box scanning so remove photos from albums, frames or envelopes. Failure to do so will result in an additional removal fee. (call for pricing)

Please take the time to make sure no stickers, staples, paper clips, post-it notes, etc are attached.

Remove all tape, glue or any other form of attachment from all of your prints.

If you would like your photos to be scanned in a specific order then please write the number on the back of each photo or place a sticky note on the photos. If you would like us to put specific photos in folders the first folder is \$14.95 and each additional folder \$6.95.

Please Note: Anything (i.e. water marks, scratches, pen marks, crease lines etc.) that is on the photograph will be scanned and be visible on the scan. It is our policy to make every effort possible to protect the rights of professional photographers. We will not accept clearly copyrighted work without the written permission of the photographer/creator; they will be returned unscanned.

3. Determine your total

<input type="checkbox"/> Resolution Upgrade	<input type="checkbox"/> +\$9.95 600dpi	<input type="checkbox"/> +\$18.95 1200dpi	\$
<input type="checkbox"/> Add Folders	+\$14.95 1 folder	\$6.95 each additional	\$

Subtotal	\$
+ Connecticut Sales Tax 6.35%	\$

Shipping Type	Cost
<input type="checkbox"/> UPS Ground	\$14.95
<input type="checkbox"/> UPS 2nd Day	\$34.95
<input type="checkbox"/> UPS Overnight	\$44.95
<input type="checkbox"/> USPS Priority Mail	\$18.95
<input type="checkbox"/> International	\$30.95
Total	\$

4. Payment Information

Payment Type	
<input type="checkbox"/> Credit Card <small>Select card type >>></small>	<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express <input type="checkbox"/> Discover
Credit Card Number:	Expiration:
Security Code Number: <small>CVV Number</small>	Billing Postal Code:
<input type="checkbox"/> Check <small>Check to "Ross Imaging Center"</small> <small>*orders wont be sent back till checks clear</small>	

Billing Address		
First Name:	Last Name:	
Address:		
City:	State:	Zipcode:

5. Return Address (If different than Billing Address)

First Name:	Last Name:	
Address:		
City:	State:	Zipcode:

LIMITATION OF LIABILITY: Submitting any tangible or electronic media, image, data, file, card, disc, device, film, print, slide, or negative for any purpose, such as processing, printing, duplication, alteration, enlargement, storage, transmission, or other handling, constitutes an agreement that any loss or damage to it by our company, subsidiary or agents, even though by our negligence or other fault, will only entitle you to replacement with an equivalent quantity/size of unexposed photographic film or electronic media, and processing of the replacement media. Except for such replacement, our acceptance of the media, image, data, file, card, disc, device, film, print, slide or negative is without other liability, and recovery for any incidental or consequential damages is excluded. No express or implied warranty is provided.