

DIGITAL PHOTO DISC ORDER FORM

Memories made simple! Please fill out the form and either ship it with your photos to the address below or fax it to us. That's it! In a few days, you'll have your photos safely returned to you along with a DVD containing all of your pictures in digital format that you can start sharing with family & friends!

(\$25.00 minimum order)

Photo Info:

Approximate # of Pictures*1: _____ Standard Size _____ 8x10 _____ Other (please call to discuss)

Media type : _____ DVD (default) _____ CD Other _____

Do you need duplicate media? _____ YES _____ NO If yes please indicate quantity: _____

Service type: STANDARD RUSH*2 Must have by date: _____

Billing Info:

Shipping Address: _____ Billing Address: (If other than shipping) _____

Name: _____ Name: _____

Phone: _____ Phone: _____

email: _____ email: _____

Payment Type: _____ Cash _____ Check _____ MC _____ VISA _____ AMEX _____ DISCOVER

Name as it appears on Card: _____

Card # _____ Security Code: _____ Expiration Date: _____

Signature: _____ Date: _____

*1 Approximate number for estimating purposes only. The actual number of photos will be determined when your order is complete. We cannot count photos prior to processing. Economy pricing is for standard 3x5 or 4x6 photo prints (includes smaller wallet size, etc.) Large format size photo scanning (up to 8x10) available at additional cost. Photos are scanned at 100% at 300 dpi and saved as jpeg files. All files are saved to DVD data disc as default media. DVD or CD-R media is for computer use only. No badly curled, torn, or delicate photos. These require special attention and can be scanned on an individual basis at additional cost. Professional photo retouching and restoration is available. Prices quoted on individual basis. Please remove from photo albums before submitting. Photos submitted in albums will not be processed. **SHIP ALL PHOTO MATERIALS TO: 4 SIGHT COLOR TECHNOLOGIES, INC. 82 ARLINGTON AVE. ST. JAMES, NY 11780**

*2 Rush Service available at additional cost, please call to assure we can meet your deadline.

* 4 Sight Color Technologies, Inc. cannot be held responsible for an lost, stolen or damaged material due to shipping, fire, natural disaster or otherwise. It is recommended to insure all packages when shipping materials to 4 Sight Color Technologies. We reserve the right to decline processing a photo due to fragile quality or inappropriate content. All orders must be paid in full before final shipment. By submitting photo materials to 4 Sight Color, you are claiming ownership of said materials. We cannot process any copyrighted material without the permission of the copyright holder.

OFFICE USE ONLY PLEASE DO NOT WRITE BELOW DOTTED LINE

Order #: _____ Billing: _____

Client Name: _____ Total Scanning: _____

Date Images Received: _____ Total Media: _____

Actual # of Images: _____ Total Shipping: _____

Date Shipped: _____ Tax: _____

Ship Tracking: _____ Total Billed: _____





Four horizontal lines for address information.

 **SIGHT**
COLOR TECHNOLOGIES, INC.
DIGITAL PRINTING & PREPRESS SERVICES

82 Arlington Ave.
St. James, NY
11780

Memories made simple!
Don't forget to include your form from page one.