

CT Imaging

www.ctimaging.com | 888.478.0452 | info@ctimaging.com

Photo Scanning Order Form (Please submit this form with your photos and related materials)

Customer Information

Name:	Email:	
Address:		
City:	State:	Zip:
Day Phone:		Evening Phone:

Surprise? Check this box if this is a surprise for someone that may answer the phone.

Order Information

	Quantity	Unit Cost	Totals
Scanning: <small>The format in which you are submitting your photos.</small>	Print Photos	\$0.70 per print	
	Slides or Negatives	\$1.00 per slide	
	Digital Photos on CD or Emailed	No Charge	
Individual Photo Titles <small>(text placed directly on photo)</small>		\$2.50 per title	
Additional DVD or CD Copy <small>(one included w/ order)</small>		\$8.00 per disc	
Prints of Completed Project	2" X 3"	\$1.50 per photo	
	4" X 6"	\$2.00 per photo	
	5" X 7"	\$3.00 per photo	
	8" X 10"	\$8.50 per photo	
	11" X 14"	\$12.00 per photo	
	11" X 17"	\$15.00 per photo	
Special Size:		Needs Quoted	
Rush Service ~ Call First For Availability <small>(888.478.0452) (project completed in five (5) business days excluding shipping time)</small>		\$30.00	
Standard 3-7 Day Shipping & Handling (USA)		\$10.00	
Expedited 1-3 Day Shipping & Handling (USA) <small>(required if selecting RUSH SERVICE)</small>		\$40.00	
If Resident of Ohio, Please Add Your Counties Tax <small>For an Ohio Tax Rates Go To: https://thefinder.tax.ohio.gov/StreamlineSalesTaxWeb/Default.aspx</small>			%
GRAND TOTAL:			

Payment Option (full payment due prior to start of project)

- Check or Money Order - Make payable to CT Imaging
- Credit Card - Once your project is received you will receive emailed instructions on how to pay using PayPal.



Please Read & Sign Below

All materials submitted to CT Imaging on this order are my personal property and I acknowledge and agree that CT Imaging or its agents shall not be liable for any loss or damage, direct, consequential or incidental arising out of customer's use of CT Imaging's services. The undersigned hereby warrants that the materials presented to CT Imaging or its agents for transfer are not to his/her knowledge protected by copyrights, or if the material is protected the undersigned has obtained the permission of the copyright owner to make or have CT Imaging make copies of the material, and that such permission is in written form and in the possession of the undersigned. The undersigned hereby warrants that this order is to be used exclusively for private use and will not be commercially distributed. The undersigned will hold CT Imaging harmless for any expenses that might arise by the reason of any infringement of copyright related to this order. The undersigned has read and agrees to the CT Imaging Terms of Service located at www.ctimaging.com.

Signature:	Date:
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Additional Information For Project

Scanning Format: (select the format in which you want your scans)

- jpeg - Joint Photographic Experts Group
- gif - Graphic Interchange Format
- tiff - Tagged Image File Format
- bmp - Bitmap
- Other: _____
- Let CTI choose the best format

Resolution DPI:

- 300 dpi
- 600 dpi
- 2000 dpi
- 3000 dpi
- Other: _____
- Let CTI choose the best format

Disc Format :

- CD-R
- DVD-R
- Let CTI choose the best format

Individual Photo Titles:

Text placed directly on a photo can be added to indicate a date or details of an event.

Photo Text	Insert On Photo Number:

Need More Room?

Please feel free to include additional sheets of paper in the same format as above if the provided spaces are filled.

Additional Instructions or Comments:

Mailing / Ordering Instructions:

1. Assemble your combination of photos. Obtain a total photo count.
2. Print out and complete this Order Form.
3. Before shipping, please contact CT Imaging via email at paul@ctimaging.com or at (888) 478-0452 letting us know that you will be sending us an order. Please include a phone number to reach you. A CTI representative will contact you to discuss your order, shipping options, and to provide you with a time frame for completion.
4. Package your materials, completed order form and payment in full (if paying with check or money order). If paying by credit card your payment will be processed by PayPal once the order is received at CT Imaging. Mail your package to:

CT Imaging
1310 Beech Street
Willoughby, Ohio 44094-7404

5. You will receive confirmation from us by either email or telephone as soon as we receive your materials.
6. CT Imaging will e-mail or call when your project is complete and has been shipped back to you. Your completed order and originally submitted materials will be returned to you along with your completed project.