



Phone: (408) 245-1001  
Toll Free: (877) 449-4464  
Fax: (408) 245-3762  
300 W. Iowa Ave • Sunnyvale, CA 94086  
[info@safimaging.com](mailto:info@safimaging.com) • [www.safimaging.com](http://www.safimaging.com)

## ORDER FORM

Step 1. Fill out this template order form

Step 2. Print out and sign the order form

Step 3. Pack your box of photos, slides, or negatives for shipping and include the completed order form

Date: \_\_\_\_\_

☐ Pick-up

☐ Mail Back

Please Complete and include the address where we will mail the completed order to:

Customer Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Street: \_\_\_\_\_ Suite/Apt.#: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

How did you hear about us? \_\_\_\_\_

Photograph Scanning (cost per photograph)

Choose the DPI level you would prefer: 300 DPI is usually more than sufficient for high-quality images:

☐ 300 DPI - \$0.08

☐ 400 DPI - \$0.09

☐ 500 DPI - \$0.10

☐ 600 DPI - \$0.11

16/35mm Slide or Negative Scan Prices (cost per slide/negative)

Quantity

☐ 1-150

☐ 151-750

☐ 751-1500

☐ 1501+

Price Per Image

\$2.00

\$1.50

\$1.00

\$0.50

\*All slides are scanned at 4000DPI.

**Additional Services:** If you would like us to prepare your materials for scanning, especially photographs, please read the note on the instructions page for details regarding this service (\$20.00/hour).

☐ Scan in order – check this box to have your items scanned in a specific order. See the instructions page for how to prepare your items for this service. (\$0.02/additional per all photos/slides/negatives)

☐ Item rotation – check this box to have your items rotated so that all images appear correctly for viewing. (\$0.065/additional per all photos/slides/negatives)

☐ Scan the back of photos (available for photos only) – preserve the handwritten messages on the backs of your photos. These will appear as separate images. You only pay for those images that have writing on them. (Double the charge per photo)

**Delivery Method, Please choose one:**

☐ Yes, I would like you to return my entire order via USPS Priority Service and charge my credit card accordingly for shipping and handling. (Minimum \$19.95 based on size of order, weight and destination. Typically the least expensive way to ship back.)

☐ Yes, I would like you to return my entire order via FedEx, 2-day delivery (P.O. Boxes not accepted) and charge my credit card accordingly for shipping and handling.

**If choosing FedEx please choose one of the following Signature Delivery Authorization options:**

☐ Deliver without signature      ☐ Direct recipient signature      ☐ Any adult signature

☐ Yes, for the quickest return of my scanned images, please FedEx Overnight the discs with my scanned photos/slides/negatives on them for \$29.95 and please return my original photos/slides/negatives via USPS Priority Service with an additional, complimentary duplicate disc. If choosing this option, please also choose one of the FedEx signature delivery authorization options listed above.  
(Minimum \$19.95 in addition to the \$29.95 FedEx charge)

**Additional Delivery Service Options:**

☐ Yes, I would like to add signature receipt confirmation. Please charge an extra \$9.95 per order.

☐ Please return my original box with my shipment for an additional \$9.95 (If not checked, your original box will be discarded to make return shipment easier)

**Payment:**

Please complete the info below. We accept VISA, MasterCard

Credit Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Card Holder name: \_\_\_\_\_

Billing address (if different than above):

Street: \_\_\_\_\_ Suite/Apt.#: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Signature authorizing charge for order - Mail in orders only.

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Send your order to:  
SAF Imaging, A division of Sensory Access Foundation  
Attn: Scanning Dept.  
300 West Iowa Avenue  
Sunnyvale, CA 94086

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