

# METAL & PAPER PRO

## Scan Order Form

### Customer Info

	Billing Address	Shipping Address
Name		
Street		
City		
State		
Zip		
Phone		
email		

### Scanning Instructions

	Image Description	Film Size/format (i.e. 35mm, 6x7, 4x5)	color space (i.e. EktaSpace, AdobeRGB)	Scan Size (i.e. 400MB)	Price
1					
2					
3					
4					
5					
6					

Have more than 6? Use a separate sheet! If all your film is being scanned to the same spec, just tell us how many pieces, you don't have to describe each piece of film ;)

### Service Agreement

This agreement governs the submission of photographic images and other materials by ("Client") to Metal&Paper. "Metal&Paper" as used in this agreement refers to Metal&Paper as well as its related corporate entities, affiliates, officers, employees and representatives, including, but not limited to Seiling Imaging, Inc.

Clearance of Interests - By submitting photographic images or materials to Metal&Paper, Client represents and warrants that such materials do not infringe upon or violate any copyright, trademark, trade dress, privacy or intellectual or other property interests or right of any third party and that Client has secured all necessary licenses, releases, consents and permissions for all materials prior to submission. In the event of a claim by a third party against Metal&Paper arising out of any intellectual or other property interests or right in the submitted materials, the parties agree that Client will hold harmless and indemnify Metal&Paper against all such claims.

Limitation of Liability - While Metal&Paper makes every effort to ensure that photographic images and other materials received are handled with care, materials submitted to Metal&Paper could become damaged during handling and processing. By submitting images to Metal&Paper, Client assumes this risk and agrees that the liability of Metal&Paper for any damage to submitted materials is limited solely to replacement of such materials with, or the replacement value of, a similar amount of raw materials of like kind, and waives any and all other potential claims and damages against same.

## **Billing**

Credit Card or Check. We will email you a link to pay once your order has been entered.

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## **Shipping Instructions**

Residence or Business?

FedEx account number (optional): \_\_\_\_\_

We ship all packages via FedEx 2Day with Adult Signature Required, unless you specify a different option below. We do not recommend shipping film via the US Postal Service, nor FedEx Ground (which is sometimes transferred to USPS by FedEx), as the tracking systems do not offer as much information as those offered by FedEx 2Day and UPS.

(choose one) FedEx Overnight      FedEx Second Day      Other \_\_\_\_\_

## **File Delivery**

DVD - Free with your scan order

USB Thumb Drive - \$15 per 16gb thumb drive

edelivery - If you need your scans quickly, we can make your files available to download directly via wetransfer.com. A \$15 fee will be applied to your order.

## **Colorspace**

Our default colorspace is Ekta Space PS 5. If you require scans in a different colorspace, such as CMYK or Adobe RGB, please note this in the colorspace area.

## **Common Scan Sizes**

Usually, 35mm images are scanned to 200MB 16-bit. Larger formats are scanned to 600mb 16-bit.

## **Special Instructions For Strips of Film**

Film strips take more time and materials, therefore we ask that you cut out the individual frames you would like us to scan. If you do not cut your film, we will charge \$10 for each strip of 3 images we mount on our scanner. Larger strips will be billed at a higher rate.

Need More Information?

visit [metalandpaper.photo](http://metalandpaper.photo) for complete scanning information. You can also call or email us. We are happy to help!