

**ProScan Document Imaging Ltd
Unit 6 Radcliffe Court
Radcliffe Road
Southampton
SO14 0PH**

Tel: 02380 630050

ORDER DISPATCH FORM

HOW TO USE THIS FORM:

YOUR DETAILS - Please provide your name, address, email and phone number(s) in the boxes below.

CONTENTS - Please list all the items you are sending. Please be as accurate as possible with your quantities so we know what to expect.

NEXT STEP - Package your items carefully including this completed form. Cut off our address section below & attach it to the outside of your package.

POP IT IN THE POST - We recommended sending your order using a tracked service, we recommend either Royal Mail or Hermes.

WHAT HAPPENS NEXT? – As soon as your order is received it will be allocated a job number and placed in our production queue for scanning. We will contact you again once everything is complete but please feel free to contact us for an update at any time.

YOUR DETAILS		PLEASE WRTE CLEARLY IN BLOCK LETTERS
Name	Address	
Email		
Phone		

Cut along dots & attach to your package

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ITEMS ENCLOSED FOR SCANNING

PHOTOGRAPHS		
	Quantity	Price per Scan
6x4 photos @300dpi		£0.09
6x4 photos @600dpi		£0.12
Large photos @ 300dpi		£0.22
Large photos @ 600dpi		£0.38
Mounted photos		£1.00

SLIDES/NEGATIVES		
	Quantity	Price per Scan
35mm slides (up to 30)		Min Charge £10
35mm slides (31 – 500)		£0.35
35mm slides (501 – 1000)		£0.32
35mm slides 1001+		£0.29
110mm film 13mm x 17mm		£0.35
120mm film 60mm x 60mm		£1.20
126mm film 28mm x 28mm		£0.35
127mm film 40mm x 40mm		£0.35
Larger format negatives		P.O.A

Photo Printing		
	Quantity	Price per Print
6x4 Prints		£0.28
7x5 Prints		£0.42

Extras		
	Quantity	Price
USB Flash Drive		£15
Download Link		£10
Return Postage		£8.00 - £12.00

Please note: Minimum Scanning Charge per Service of £10

VAT will be charged at the standard rate.