

**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.

| <b>YOUR DETAILS</b> |         | 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 Guide |
| Up to A5 size (148x210mm) |          | £0.09        |
| Up to A4 size (210x297mm) |          | £0.20        |
| Mounted (flatbed scan)    |          | £1.00        |
| Prints from Photos (6x4") |          | £0.28        |

\*Prices are per scan at 300dpi. Please call to discuss costs for higher resolutions and volume discounts. Vat will be charged at the standard rate.

| SLIDES/NEGATIVES        |          |              |
|-------------------------|----------|--------------|
|                         | Quantity | *Price guide |
| 35mm mounted slides     |          | £0.35        |
| 35mm film 24mm x 36mm   |          | £0.35        |
| 110 film 13mm x 17mm    |          | £0.35        |
| 120 film 60mm x 60mm    |          | £1.20        |
| 126 film 28mm x 28mm    |          | £0.35        |
| 127 film 40mm x 40mm    |          | £0.35        |
| Larger format negatives |          | Ask          |

\*Prices are per scan @1200dpi for quantities up to 500. Please call to discuss higher resolutions and volume discounts. Vat will be charged at the standard rate.

| MISCELLANEOUS        |          |                |
|----------------------|----------|----------------|
|                      | Quantity | *Price Guide   |
| USB Flash Drive      |          | £15            |
| Secure Download Link |          | £10            |
| Return Postage       |          | £7.50 - £12.00 |

\*Please choose from either a USB or download link to receive your scanned images

\*We have a minimum scanning charge for each service of £10 plus any extras such as USB or return postage.