

# Photo Mail-In Form

## Heritage Photo Restoration

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As one who cherishes photographs and the memories they hold, I am acutely aware of the flip-of-the-stomach feeling when faced with sending a photo out for restoration. I have photos I would be loathe to part with. In light of that, please know that I will treat your original photos as if they were my own. Please take every care in packaging your photo to ship to me. There are some tips below for aiding in your efforts. Please remember that the shipping companies throw packages around. Nothing we write on the outside prevents that from happening. If you are shipping a framed piece, use packing material that really cushions and keeps the frame from shifting in the box.

### Packaging Tips for Shipping

#### Prints

- Enclose in either a paper or plastic sleeve, or a clear plastic bag.
- Sandwich between 2 (or more) pieces of stiff cardboard.
- Slip into a padded or bubble mailing envelope.
- Mark DO NOT BEND on the envelope
- Ship to my mailing address using the carrier of your choice.

#### Framed prints

- If there is glass in the frame, put an X of masking tape over the glass. In case of breakage, it will keep the glass from scattering.
- Wrap the frame securely in bubble wrap.
- Use a good quality shipping box that is 2-3 inches larger than the frame on all sides.
- Pad under, over and on all sides with good packing material. The frame should not move when the package is shaken. The goal here is to keep the frame from touching the sides of the box and to cushion it from the jarring it will receive in the shipping process.
- Securely tape the box closed using packing tape on all box seams.
- Ship to my mailing address (above) using the carrier of your choice.

### Office Use Only

Date Received: \_\_\_\_\_ Date Contacted: \_\_\_\_\_

Date of Confirmation of Services: \_\_\_\_\_

Date of Cancellation of Order: \_\_\_\_\_

Date of Completion of Services: \_\_\_\_\_

Shipping Date & Information: \_\_\_\_\_

\_\_\_\_\_

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

Address: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Best time to call: \_\_\_\_\_

email address: \_\_\_\_\_

I prefer to be contacted by: Phone \_\_\_\_\_ email \_\_\_\_\_

I have read, understand and agree to the terms of service and copyright information at:

[www.heritage-photo-restoration.com/policy.html](http://www.heritage-photo-restoration.com/policy.html)

Using a promotional code? Enter here:

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After I receive your photo, I will contact you by your preferred method to let you know it has arrived and discuss anything that is unclear to me. Within 48 hours of receipt (less weekends and holidays), I will contact you again with a price quote. At that time, you will have the option to either cancel the order or continue the project. Please fill out the section below to help me understand your vision for the restoration.

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### Tell Me About Your Photo

Photo / Subject Description:

Type:	B&W	Sepia	Hand Tinted
	Color	Tintype	Other

Damage description:

B&W Fading	Color Fading	Exposure Problems
Scratches	Stains	Spots
Creases	Torn	Missing Parts

Other (Describe):

Explain your vision for the finished project:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_