

# Artwork Mail-In Form for Scanning

## Heritage Photo Restoration

2138-56 US Highway 12  
Ethel, WA 98542

800-500-8169 ~ [debbie@heritage-photo-restoration.com](mailto:debbie@heritage-photo-restoration.com)



As one who cherishes the artwork of my own family, I am acutely aware of the flip-of-the-stomach feeling when faced with sending originals out for scanning. In light of that, please know that I will treat your originals as if they were my own. Please take every care in packaging your items 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.

### Packaging Tips for Shipping Artwork

- **Small:**
- 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.
- **Large:**
- Enclose in plastic.
- Sandwich between stiff cardboard or styrofoam sheets.
- Package in a shipping box sufficient for the size of your piece.
- Ship to my mailing address using the carrier of your choice.

**Additional Notes or Instructions**

### 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 items, I will contact you by your preferred method to let you know they have arrived and discuss anything that is unclear to me.

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### Information Needed for Scanning

Piece Description:

Destination Document Size (to determine scan resolution):

Same (100%)

Twice the original size (200%)

Other:

Any special cropping?

Card size ( 4 ¼ x5 ½)

5x7

8x10

Other

File Format Desired:

JPEG

TIFF

Both

Special Instructions: