

Use this form **ONLY** if we are scanning your film using our Creo Premium Scanner. If you are ordering scans AND prints of your image, please fill out the "Exhibition Print" order form instead.

Customer Name: _____ Today's Date: _____

BILLING ADDRESS

Name _____
 Address _____
 City, State, ZIP _____

SHIPPING ADDRESS

Name _____
 Address _____
 City, State, ZIP _____

Phone _____ Cell Phone _____ FAX _____
 Email _____ PROMOTIONAL CODE _____
 Credit Card Number*: _____ Expiration Date: _____ Your Signature*: _____
 Paying with Paypal? Please supply your Paypal user name/email address so we can send your invoice: _____

We are shipping to a (check one): Residence Business FedEx or UPS account number: _____

IMAGE INFORMATION - Please enter information for each image you would like us to scan. **All Creo Fine Art Scans are 8-bit, so please specify your scan size in 8-bit (most 35mm images are scanned to 100MB 8-bit; larger formats are scanned to 300MB 8-bit)**

	Image Description	Film Size (i.e. 35mm)	Color Space (i.e. Ekta Space, Adobe RGB)	Scan Size (i.e. 100mb)	Price*
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					

* West Coast Imaging requires payment information at the time of ordering. We accept checks, Visa, MasterCard, American Express and Discover. Shipping charges and sales tax (CA Residents) are additional and will be added to your total order. By signing this form, you give West Coast Imaging permission to charge your credit card, and you accept our Image Agreement, on attached page. Unsigned orders ARE SUBJECT TO DELAY.

PLEASE TURN TO PAGE 2 FOR ADDITIONAL INFORMATION

West Coast Imaging

Shipping Preference:

We ship all packages via Federal Express, unless you specify a different courier below. We do not recommend shipping film using USPS, 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 Express and UPS.

(choose one) FedEx Overnight FedEx Second Day FedEx Express Saver Other _____

Special Notes and Instructions:

Please write any special notes or instructions on the space below, or include them on an additional sheet.

Free CD or DVD Burning:

We do not charge for the first set of DVDs--we burn as many scans on each DVD as possible. Duplicate DVDs and special requests are billed at \$15 each. We can also transfer your scans to your Firewire or USB Hard Drive at no charge. If you need your scans quickly, you can download them through your web browser using our online services. Simply check the "ONLINE DELIVERY" box (\$15 charge applies).

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 100MB 8-bit. Larger formats are scanned to 300mb 8-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. No strips are accepted for stock scans.

Special Instructions For Stock Photography / Photo Collection Scans:

In order to receive this pricing, please prepare your film accordingly:

1. Demount medium format and larger film from personalized film mats or mounts. Send the film to us in film sleeves.
2. No strips of film are accepted. Please trim out the individual frames you would like us to scan.
3. If possible, please group your images together in a consistent manner-- for example, put all of your 35mm images in slide pages; your medium format images in protective sleeves; your 4x5 film together in a film box; etc.

Need More Information?

The "Scan Lab" section of our website at westcoastimaging.com has extensive information on our scanning services, including recommended scan sizes, FAQs, pricing and more. You can also call or email us. We are happy to help!

Image Agreement

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

Grant of License - By submitting photographic images and other materials to West Coast Imaging, Client grants West Coast Imaging a license to reproduce and perform all other activities necessary to properly process and complete their obligations related to the materials, and waives any claims against and covenants not to sue West Coast Imaging for infringement or violation of Client's copyright, trademark, trade dress, privacy or intellectual or other property interests or right in such materials.

Clearance of Interests - By submitting photographic images or materials to West Coast Imaging, 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 West Coast Imaging 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 West Coast Imaging against all such claims.

Limitation of Liability - While West Coast Imaging makes every effort to ensure that photographic images and other materials received are handled with care, materials submitted to West Coast Imaging could become damaged during handling and processing. By submitting images to West Coast Imaging, Client assumes this risk and agrees that the liability of West Coast Imaging 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.