

YOUR PHOTOS FILED

SCANNING SERVICE – photographic prints and documents

Premium batch scanning service for small prints (supplied as loose prints) – 5x7in or smaller

60c per photo

- Photos scanned at 600DPI resolution
- Files rotated and colour corrected
- Files named and saved into folders as specified by customer
- Files saved onto USB or external hard drive (EHD) **

Note that if any of the photos are damaged, or have sticky residue on the back, they will be scanned using a flatbed scanner at the rate specified below of \$1.25 per print. If photos need to be removed from albums and/or frames prior to scanning, this will be charged at an hourly rate of \$55.00.

Larger print/document size (flatbed scanning) – 8x12in, 8x10in, A4

\$1.25 per print/document

- Photos scanned at 600DPI resolution
- Files rotated and colour corrected
- Files named and saved into folders as specified by customer
- Scanning price available upon request for prints larger than 8x12in, slides and negatives.

Additional Services

Prior to Scanning

It is highly recommended to organise your printed photos prior to scanning. If you need assistance and advice with regards to how to get this process underway, *Your Photos Filed* offers a Starter Pack which will provide the necessary information and support to get you going. Alternatively, the whole project can be handled from start to finish by *Your Photos Filed* if this is your preference.

After Scanning

There is the option to add metadata to digitised files (ie correcting the date, adding keywords and captions). The advantage of adding keywords to files is that it makes them easily searchable, and by adding captions, the story behind the photo can be retained with the image. This optional service is charged at an hourly rate of \$55.00

** USB/EHD supplied by customer, or provided by Your Photos Filed at an additional cost

Prices current as at 1 April 2022