

# METAL & PAPER PRO

## Scan Order Form

### Customer Info

### Color Services

Work Order Number \_\_\_\_\_

Please include WO# on Invoice

	Billing Address	Shipping Address
Name	Color Services	Color Services
Street	230 E. Cota St	230 E. Cota St
City	Santa Barbara	Santa Barbara
State	CA	CA
Zip	93101	93101
Phone	(805) 965-1832	(805) 965-1832
email	accounting@colorservices.com	mylab@colorservices.com

Please send invoices to this email.

Please send scans to this email.

### Scanning Instructions

	Image Description	Film Size/format (i.e. 35mm, 6x7, 4x5)	color space (i.e. EktaSpace, AdobeRGB)	Scan Size (i.e. 400MB)	Price
1					
2					
3					
4					
5					
6					

Have more than 6? Use a separate sheet! If all your film is being scanned to the same spec, just tell us how many pieces, you don't have to describe each piece of film ;)

### Service Agreement

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

Clearance of Interests - By submitting photographic images or materials to Metal&Paper, 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 Metal&Paper 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 Metal&Paper against all such claims.

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

**40120 HWY 49, Suite C • Oakhurst • California 93644**

# METAL & PAPER PRO

## Billing

Payment is due at the time the order is received. Please indicate how you'd like to make payment below.

- ☒ Credit Card - We will email you a link to pay once your order has been entered.
- ☐ Check (enclosed)

## Return Shipping Instructions

We ship all packages via FedEx or UPS 2Day, unless you specify a different option below.

- ☒ Two Day (default)
- ☐ Overnight
- ☐ Ground
- ☒ Other Our FedEx Shipper # 1587 7855 6

If possible please re-use the FedEx Pak or ship in a small FedEx Box

## File Delivery

- ☒ WeTransfer.com - Free e-delivery with your scan order (up to 6gb)
- ☐ USB Thumb Drive - \$15 per 16gb thumb drive
- ☐ Use the included thumb drive or external hdd - no additional charge.  
(Please make sure there are no additional files on the device before sending)

## 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 above.

## Common Scan Sizes

Usually, 35mm images are scanned to 200MB 16-bit.  
Larger formats are often scanned to 600mb 16-bit.

Visit our website for more information on scan sizes - [metalandpaper.photo/scans](http://metalandpaper.photo/scans)

## 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.

## Need More Information?

visit [metalandpaper.photo](http://metalandpaper.photo) for complete scanning information. You can also call or email us. We are happy to help!