



## Tips and Instructions for Packaging and Shipping your photos

### Group your photos

We recommend that you organize and package your photos in groups that make sense to you (i.e. by theme, or chronologically). Make sure to label each group with a descriptive name (i.e. "Summer 1987"). We will maintain your grouping and use the names you provided during the scanning process.

*Note: We will scan your photos in the same order we receive them.*

### Photo Prints

Carefully group your photo prints in separate envelopes and pack them using protective cushion material (such as bubble wrap) to prevent bending.

*Note: If your prints are in a photo album, please remove them from the album before sending them to us.*

### Negatives

Group your 35mm negatives in separate envelopes, protective sleeves, or archival sheets and pack them using protective cushion material (such as carton) to prevent bending.

### Slides

We recommend you group your slides in the original carton or plastic boxes you received them when you first developed them. If you no longer have these, organize your loose slides in groups no bigger than 50 slides (you may place them in separate envelopes, or stack them together with a rubber band, wrapped in plastic). Pack your slides using protective cushion material (such as bubble wrap) to prevent bending or other damages.

*Note: Do not send slides in slide projector carousels or magazines.*

### Shipping your materials

**We strongly recommend that you ship your material via a courier service that provides you with a tracking number.** DHL, FedEx or UPS all offer these services. Do not forget to print your Return Address on the envelope, box, or parcel you use to ship your materials.