

(Fill out information by printing, please. Thanks!)

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Email address \_\_\_\_\_

Phone number \_\_\_\_\_

Date Sent \_\_\_\_\_

Number of **photographs** sent for digitization: \_\_\_\_\_

Number of **slides** sent for digitization: \_\_\_\_\_

**Package Pricing:** (*check* the appropriate box)

✓	Items	Pricing
<input type="checkbox"/>	0-20	\$25
<input type="checkbox"/>	21-40	\$50
<input type="checkbox"/>	41-60	\$75
<input type="checkbox"/>	61-80	\$100
<input type="checkbox"/>	81-100	\$125
<input type="checkbox"/>	101-200	\$250
<input type="checkbox"/>	201-300	\$375
<input type="checkbox"/>	301-400 <sup>#</sup>	\$500
<input type="checkbox"/>	USPS Medium Flat Rate Box 11.25 x 8.75	\$400 flat rate price (minus \$32 shipping costs)
<input type="checkbox"/>	USPS Medium Flat Rate Box 14 x 12	\$500 flat rate price (minus \$32 shipping costs)
<input type="checkbox"/>	<i>Sub Total</i>	
How do you want to view your images? Check one below.		
<input type="checkbox"/>	DVD	\$15
<input type="checkbox"/>	Flashdrive/stick	\$20
<input type="checkbox"/>	Cloud*	\$10
<input type="checkbox"/>	Total	

<sup>#</sup>Each additional 100 items will incur an additional \$70 fee.

\*Indicate Cloud Service Provider \_\_\_\_\_

**Please read the information provided on the second page. Thanks!**



**Complete  
and place  
this paper  
in the box  
before  
sealing and  
sending.  
Thanks!**

**Thanks!** Just a special word about our work together:

Make a copy of this paper for yourself!

Follow the Tips for Packing to Ship (on the website)

Send me an email at [info@archiveyourpast.com](mailto:info@archiveyourpast.com) so I'm expecting the arrival

I will email you the arrival of the box, condition, and expected invoice cost

We will make sure we both understand the process

I have no paid staff so your memories will get personalized care

I will do my best to return your materials and digitized images in a timely manner

Payment is by invoice. Your correct email address is essential to our communication.

**Tips for Packing to Ship:**

Place items together or separately in a plastic bag (Ziploc or comparable) to ensure that they are not damaged by moisture

Fill the box with padding so that materials don't shuffle during their mailing journey

Use a sturdy box, not an envelope

Make a brief inventory list of the contents (for yourself)

*Fill out this form* to include with your materials:

Send the box to:

**Archive Your Past, 3437 S. 17<sup>th</sup> Street, Milwaukee, WI 53215**