



How to Prepare Your Memories for Scanning

To ensure your photos are preserved in the highest quality possible and to help us return them to you as organized as we can, please follow the steps below:

- 1. GROUPS & CATEGORIZE**
 - a. **Organize by Event or Date:** Place your photos into envelopes or use index cards to separate them.
 - b. **Labeling:** We will name your digital folders based on these groups. Please use a pencil or a post-it note, as ink can bleed onto the pictures.
- 2. PHYSICAL PREPARATION**
 - a. **Remove from Frames:** Please remove photos from frames before drop-off.
 - b. **Sticky Albums:** If photos are in “magnetic” sticky albums, please leave them in the album if they are difficult to remove. We can scan the entire page or try to carefully remove them for you.
 - c. **De-clutter:** Remove staples, paperclips, or old tape if possible.
- 3. IDENTIFY FRAGILE ITEMS**
 - a. **If you have photos** that are torn or brittle, please place them in a separate envelope labeled “Fragile.” We use a flatbed scanner for our work but will take special care to prevent further damage to these items.

Service Terms & Conditions

- 1. HANDLING OF ORIGINALS**
 - a. B & J Cupak Photography Scanning Service treats all client materials with the utmost care. However, the client acknowledges that original materials are often old, fragile, and subject to natural degradation. We are not responsible for damage caused by pre-existing conditions or inherent material failure during the scanning/conversion process.
- 2. COPYRIGHT WARRANTY**
 - a. By submitting materials for scanning/conversion, the client warrants that they are the legal owner of the physical copies and have the right to reproduce them for personal use. B & J Cupak Photography Scanning Service reserves the right to refuse service for any materials that appear to be professionally copyrighted by a studio or photographer.
- 3. QUALITY & RESTORATION**
 - a. We provide high-resolution scanning (up to 600 DPI) and basic color correction, upon request. While we strive to improve the appearance of faded or damaged photos, we cannot guarantee “perfect” results from originals that are severely torn, blurry, or significantly degraded.
- 4. PAYMENT & DELIVERY**
 - a. Full payment is due upon completion of the project. Digital files will be released after the balance is paid. Turnaround times are estimates and may vary based on project volume.