

Hamilton

Digital Restoration & Photography, LLC

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Madison, NH

03849

Order Request Form

Client Info:

First Name: _____ Last: _____

Email: _____ Phone: _____

Address: _____ City: _____

State: _____ Zip: _____

What Would You Like Done:

- Digital Restoration
- Digitization of Photographs
- Film/ Slide Scanning
- Prints
- Downloadable Folder of Digital Images

Prints:

Size	Amount	Image Description
Smaller than 4x6		
4x6		
8.5x11		
13x19		

Additional Comments/ Requests:

Shipping Instructions

Although it is highly unlikely, sometimes accidents happen to packages and letters while en route to be delivered. To ensure the safest delivery to our business follow these simple steps...

1. Make sure your photos, film, or slides are encased in something to protect them from the elements. We like to use heavy weight sheet protectors (you can find at Staples) and tape the opening. Ziplock bags also work well, especially for slides and film.
2. Label the outside of your package clearly. 'Do Not Bend' or 'Keep Package Flat' work best. We include sticker labels in our send home kits but written labels work as well.
3. Add some type of reinforcement to the package to prevent bending if using paper envelopes. We usually opt for cardboard envelopes/ rigid mailers, plastic bubble wrap or boxes for the added safety.
4. Though not required, tracking your package/ adding insurance to the package adds an element of security to your images while being shipped. We always opt for insurance when we send the originals and/or restorations back to you.

Additional Instructions

Please include a filled out copy of our order form that details the services you wish to retain. Either print your own copy from our prices page or use the one provided here. This helps us get started on your project easier.

Shipping Products We Commonly Use:

