



Print Photo Management

Basic Scan - 100 prints for \$49

- Client will sort through their printed photos and organizes them in the order that they would like them scanned. For most people, this is chronological but it may also be by family or events. Remove any photos that are duplicates or no longer interesting or relevant to you.
- If photos are in albums, they must be removed for scanning.
- Deliver your organized prints to me for scanning and they will be saved as outlined below.

Sort and Scan - 100 prints for \$89

- Hand your envelopes, tubs and shoeboxes of photos to me and let me sort them. We will go over some basic information that will help with the sort and I will be in contact with you regularly with any questions that I may have to help the process.
- If photos are in albums, I will remove them for scanning unless they are too fragile to remove.
- Photo prints will be returned to their original storage container or album, if possible.

Sort, Scan and Archive - 100 prints for \$99 plus the cost of supplies

- All services of Sort and Scan, with the additional step of filing original prints in archival storage boxes.

Saving your Files - included with every scan

- I will scan each image and create a file structure that helps with organization. Folders and filenames will be custom to your project.
- Basic metadata of month and year (if known) will be embedded into each file.
- Image files will be saved to a usb device that is yours to keep.

*2x3 to 5x7 is the range of sizes for all scanning outlined on this pricelist. Larger images can be scanned but will be priced separately.

AFTER YOUR PRINT ORGANIZING IS COMPLETED, WE CAN ADD ON VARIOUS SERVICES SUCH AS:

- CUSTOM WEBSITES FOR FAMILY AND FRIENDS TO VIEW IMAGES
- FACIAL RECOGNITION
- KEYWORDING TAGGING
- DIGITAL ORGANIZATION
- PHOTOBOOK DESIGN



Getting Started

1. Fill out the [Print Photo Management Planning Form](#).
2. Commit to the project with a \$150 deposit. A schedule of payments will be provided with the initial estimate.
3. Schedule a call to discuss scope of project, expectations, cost estimate, and start date.

Feel free to reach out at any time by making a call or dropping an email. I look forward to hearing from you.