



**ORDER FORM**

Name:		Email Address:		
Address:		City:	State:	Zip:
Home Phone:	Cell Phone:	Work Phone:		
Referred By:	Album Color / Size:	Album Topic:		
Special Instructions:				

To complete the order please follow these instructions:

1. Count the number of page sides in your album. For example, a single scrapbook page with photos on both sides counts as two sides. Write this number in the quantity column for item 100 – Scanning per Page Side.
2. Determine the combination of services you would like to purchase and write the quantity in the appropriate row.
3. For holiday card orders, write your personalized message for the inside of the card on the back of this order form.

Item	Item Description	Price	Qty	Extended Price
<b>SCRAPBOOK PAGE DUPLICATING</b>				
100	Scanning Fee per Page Side (required for Printing and Archive Disc)	.50		
	Printing per Page – for pages 8.5x11 or smaller: 8.5x11 / 8x10 / 8x8 / 7x7 / 6x6 / Other _____ (circle one)			
264	Photo Paper (8.5x11 / 8x10 / 8x8)	3.50		
265	Photo Paper (6x6)	3.00		
260	Cardstock Paper Glossy	1.50		
261	Cardstock Paper Matte	1.50		
262	Glossy Paper	1.00		
263	Matte Paper	1.00		
	Printing per Page – for pages larger than 8.5x11: 12x12 / 11.5x12 / 10x10 / 9x9 / Other _____ (circle one)			
254	Photo Paper	4.00		
250	Cardstock Paper Glossy	2.00		
251	Cardstock Paper Matte	2.00		
252	Glossy Paper	1.50		
253	Matte Paper	1.50		
500	Archive CD or DVD of High-Quality Image Files for Electronic Backup of Album	20.00		
<b>PERSONALIZED GREETING CARDS</b>				
640	Greeting Cards (square) – including envelopes (less than 50 cards)	1.50		
640	Greeting Cards (square) – including envelopes (50 or more cards)	1.25		
650	Greeting Cards (5x7) – including envelopes (less than 50 cards)	1.50		
650	Greeting Cards (5x7) – including envelopes (50 or more cards)	1.25		
	Envelopes available in White / Green / Red / Blue (circle one)			
	Subtotal			
	Sales Tax (6.5% if shipping to Florida / 0% if shipping to other states)			
	Shipping			TBD
	Total			

\*\* If you purchase more than 10 copies of an album, we will waive the scanning fee and take 10% off printing fees.

The undersigned customer hereby warrants and certifies to Scrapbooks to Share that he/she either owns all copyright, trademark, and other proprietary rights in and to the materials provided to Scrapbooks to Share to copy, or has the requisite authority from the owner to make copies. I declare under perjury that the above information is true and correct. I agree to indemnify, defend, and hold harmless Scrapbooks to Share from any copyright infringement claims arising out of the copying of the materials being copied at my request.

Signature of Customer: \_\_\_\_\_ Date: \_\_\_\_\_