

Scanning Request Form

Company Name		Cell Phone	
Address		Email	
City, State Zip		Date	
Phone Number		Number of Scans	

Scanning Options	
Task specifications	Selections
1. DPI: 300 or 600	
2. Format: PDF, JPG or Tiff	
3. Data: 24bit Color, 8 bit Grey scale or 1 bit Black & White	
4. Delicate or Fragile: Yes or No If yes could require special Handling, for board mounting (Note additional charge #3)	

Pricing List	
Resource Name	Price
1. 300 DPI Scan up to 54" X 72"	\$75 each
2. 600 DPI Scan up to 54" X 72"	\$150 each
3. Special Handling for delicate or fragile materials	\$50 each

Description of Materials to be Scanned	
Name	Description

Scanning Request Form



Payment Information:

Check:

Credit Card: MC VISA AMEX DISCOVER

BUYER/CARDHOLDER INFORMATION:

Name (as on card):

Billing Address:

City, State, Zip:

Phone

Email:

Credit Card Number

Expiration Date

Security Code

X _____

Cardholder Agrees to the Obligation

Terms of Scanning Service

Declarations:

Client: Person or persons whom is submitting the original print(s) to be scanned.

Care and Handling of Original

1) Aztek will use reasonable care with materials submitted for scanning. In the unlikely chance that damage does occur during shipping, scanning and acts of God, Aztek will not be held liable.

Rights to Scan or Reproduce Original

1) In the case of copyrighted materials, it is up to the client to obtain permission of the artist or photographer to have the right to place the image in digital form. Aztek is not responsible for any copyright, reproduction or infringement issues, if this permission is not obtained by the client this infringement is completely born by the client. Aztek cannot be held liable or party to any copyright infringement lawsuits.

Payment

1) Payment is due prior to delivery of materials and files.

Turnaround

1) Typically 1 to 2 business days from receipt.

Shipping of Materials to scan

1) Scanning is performed at our offices in Irvine Ca, and materials to be scanned will need to be shipped to the following address: AZTEK, 13765 Alton Parkway Suite F, Irvine CA 92618. The cost of shipping is not included in the scanning service pricing.

Archive of Data

1) The scanned data will be provided via CD or DVD media and will not be archived for client for use at a future date. It is the client's sole responsibility to maintain the data for future use. If at some future date the provided data is no longer accessible the client can request from Aztek to see if the data is still on file and purchase a replacement disc if it is available. There is no guarantee however that Aztek will have any data available.

Client Agrees to Aztek's Terms of Scanning Services, agreement is mandatory for use of scanning services.

X _____ Date: _____