



# Slide Scanning Order Instructions

Dear Customer,

Thanks for your recent order. We look forward to helping you make your memories last forever.

Here are the mailing instructions so that we may scan your **35mm slides**:

1. If you have any questions about our services, please visit our [Frequently Asked Questions](http://www.scanphotostodigital.com/faqs_about_photo_scanning.html) page at: [http://www.scanphotostodigital.com/faqs\\_about\\_photo\\_scanning.html](http://www.scanphotostodigital.com/faqs_about_photo_scanning.html)
2. Remove slides from any sheets or albums.
3. Make sure the slides all face the same direction, **right side up and face up**.
4. If possible, pack your slides in Ziplock bags to protect from moisture.
5. Place slides into a box or padded envelope.
6. Include a copy of your order receipt, along with return shipping information to expedite your order.
7. Ship the package using a registered mail carrier **WITH A TRACKING NUMBER** to ensure they arrive at our facility safely. Mail your slides to our secure, US-based facility:  
Scan Photos to Digital  
Attn: Photo Scanning Dept  
2303 Randall Road #263  
Carpentersville, IL 60110-3448
8. Email your tracking number to [support@scanphotostodigital.com](mailto:support@scanphotostodigital.com).
9. Once we receive your slides, we will scan them, and mail your slides back to you, along with a CD/DVD of the scanned images. As part of our 110% Satisfaction Guarantee, we promise to mail out the slides as quickly as possible.
10. We will email you a tracking number once slides have been shipped out.
11. In order to ensure timely scanning, we must receive your package within 60 days from the date the order was placed. Otherwise we cannot guarantee timely scanning.

**We are sure that you will have a positive experience in using ScanPhotosToDigital.com, and hope to continue serving you.**

Sincerely,

ScanPhotostoDigital.com Support Team  
[support@scanphotostodigital.com](mailto:support@scanphotostodigital.com)



[www.scanphotostodigital.com](http://www.scanphotostodigital.com)