



How to ship us your movies, slides, and negatives.

1. Label the tape(s). Affix a return address label to each tape. If mailing in multiple tapes, use the label area to number the tapes with a marker, starting with "1".



2. Find a box (or padded envelope for a single tape). If you are shipping a single tape, **USPS 1st class mail** is the way to go. Use either **USPS Flat Rate box** or **USPS Media Mail** for 5 tapes or more. Media Mail will be more cost effective, but it is slower and you have to provide the box.

Priority Mail is pricier, but it is faster and USPS provides the box for free! Make sure you get a **Flat Rate Box** (like the ones on the left), shipping Priority in a standard box can get expensive. Check [USPS.com](https://www.usps.com) for pricing info.



No post office nearby? No problem. We can provide a shipping label for a nominal fee. Just [email us](mailto:support@lotusmedia.us) with your address and approximate shipping weight, and we'll email you a USPS label you can print at home.

- a. Package it up. Complete the order form on the next page and include it with the tapes. If you like, email us at support@lotusmedia.us to give us the heads-up that the package is on the way and include any additional instructions.



3. Ship It. Mail the box/envelope to:

Lotus Media

12819 SE 38th St. #18

Bellevue, WA 98006-1326

Thank you!! We'll be in touch when the transfer has been completed with the total balance due.



Lotus Media Digitization Order Form

Please enclose the completed form in the shipment along with the media to be digitized

NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

EMAIL _____ PHONE _____

AMAZON ORDER # (Example: 111-0246243-4767412, if applicable) _____

Step 1: Determine Pricing Level

Video/Audio Tapes, DVDs, CDs, Floppies		8mm/Super 8 Film		Total "Tapes"	Total Tapes	Price Per Tape
<input type="checkbox"/>	Enter total number of pieces Longplay (LP-mode) tapes? Additional 2-hour segments are \$9/each	<input type="checkbox"/>	3" reel (50' of film) = 1 tape Full 5" reel (200') = 4 tapes Full 7" reel (400') = 8 tapes			
<input type="checkbox"/>	Photos, Slides and Negatives <50 Images \$0.75 each 51-100 Images \$0.60 each 101-300 Images \$0.50 each 301+ Images \$0.40 each	<input type="checkbox"/>	Reel-to-Reel Audio Full 5" reel = 2 tapes Full 7" reel = 4 tapes	<input type="checkbox"/>	10-19	\$12/each
<input type="checkbox"/>		<input type="checkbox"/>	Full-size pages \$2/each For Add-ons and Upgrades 25 images = 1 Tape	<input type="checkbox"/>	20-49	\$10/each
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	50+	\$9/each

Step 2: Delivery Options (select one or more)

<input type="checkbox"/> Cloud Delivery (\$10 per 10 tapes) Output will be available to view and download from Google Drive for 30 days. Complimentary for orders under 10 pcs.	<input type="checkbox"/> Flash Drive Purchase (\$15 per 10 tapes) Price includes return shipping of USB	<input type="checkbox"/> Self-Provided Flash Drive/HDD* (\$5 per 10 tapes) Best for orders of 20+ tapes	<input type="checkbox"/> DVDs/CDs* (+\$5 per tape) Get machine-playable discs for just \$5 per tape per disc. Each disc holds up to 2 hours of footage.
---	--	--	--

*A return shipping fee of \$5 to cover the postage for flash drive and/or DVDs applies to "Recycle" orders. The fee is waived for "Economy" and "Priority" shipping orders

Step 3: Optional Upgrades

<input type="checkbox"/> Rush Processing (+ \$3 per tape) Your files will be ready in 2-3 business days.	<input type="checkbox"/> Lifetime Back-up (+ \$1 per tape) Rest easy knowing your data is safe and can always be restored.	<input type="checkbox"/> Basic Tape Repair (+ \$10 per tape as needed) Broken tapes will be billed as "blank" (\$5 each) if this isn't selected.
---	---	---

Step 4: Copyright Release

Copyright Release. Please check this box and sign/date the statement below if the materials to be digitized are copyrighted.
"I agree to only use the produced digital file(s) for personal (non-commercial) use."

_____ signature _____ date

Step 5: Media Return Options

<input type="checkbox"/> Recycle (Complimentary) All tapes retained for 30 days after processing in case you change your mind.	<input type="checkbox"/> Economy Return (\$5 + 50¢/tape) 8-12 Business Days	<input type="checkbox"/> Priority Return (\$10 + \$1/tape) 3-4 Business Days	<input type="checkbox"/> Local Courier Service (\$20 per delivery) Drop-off or pick-up. Service area: 20 mile radius from Bellevue, WA.
---	--	---	---

Thank you, we look forward to helping you with the project!

12819 SE 38th St. #18 Bellevue, WA 98006

www.lotusmedia.us | 8555-LTS-MEDIA | 855-587-6334 | support@lotusmedia.us