



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

Instructions for Local Orders (Seattle Area Only)

Follow the steps below to ensure a great experience.

1. Label the tape(s). Affix a return address label to each tape. Please use the label area to number the tapes 1-n with a marker.



2. Print and complete the next page and include with your videos / photos. If you like, email us at support@lotusmedia.us to give us the heads-up that you'll be dropping off the order, you can also include any additional instructions.

3. Drop off the order at **Nerds to Go Computer Service**

11639 NE 8th Street
Bellevue, WA 98005

Hours:

Weekdays: 9am to 6pm

Saturday: 10am to 2pm



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
Enter total number of pieces
 Longplay (LP-mode) tapes? Additional 2-hour segments are \$9/each



8mm/Super 8 Film
3" reel (50' of film) = 1 tape
Full 5" reel (200') = 4 tapes
Full 7" reel (400') = 8 tapes
Reel-to-Reel Audio
Full 5" reel = 2 tapes
Full 7" reel = 4 tapes



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Total "Tapes"

Total Tapes	Price Per Tape
1-9	\$15/each
10-19	\$12/each
20-49	\$10/each
50+	\$9/each

Need to digitize **photos, albums, scrapbooks, slides, or negatives**? We can help! Please visit www.lotusmedia.us/pricing for details.

Step 2: Delivery Options (select one or more)

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.

Flash Drive Purchase
(\$15 per 10 tapes)
Price includes return shipping of USB

Self-Provided Flash Drive/HDD*
(\$5 per 10 tapes)
Best for orders of 20+ tapes

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

Rush Processing
(+\$3 per tape)
Your files will be ready in 2-3 business days.

Lifetime Back-up
(+\$1 per tape)
Rest easy knowing your data is safe and can always be restored.

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: Return Options

Recycle
(Complimentary)
All tapes retained for 30 days after processing in case you change your mind.

Economy Return
(\$5 + 50¢/tape)
8-12 Business Days

Priority Return
(\$10 + \$1/tape)
3-4 Business Days

Seattle Area Only

Nerds to Go
(Complimentary)
Pick-up order from Nerds to Go in Bellevue, WA

Local Drop-off
(\$20 per delivery)
Drop-off the order at my home. Service area: 20 mile radius from Bellevue, WA.

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

4304 Lake Washington Blvd SE Bellevue, WA 98006

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