



How to prep your movies, slides, and negatives for drop-off.

Instructions for Local Orders (Seattle Area, Drop-off Only)

1. Label the tape(s). Affix a return address label to each tape. If dropping-off multiple tapes, use the label area to number the tapes with a marker, stating with "1".



2. Find a box or padded envelope to package-up the media.
3. Print and complete the order form on the next page and include it with your videos / photos. Email (support@lotusmedia.us) or text (425.243.2564) when your order has been dropped off.
4. Drop off the order at **UPS Store in Factoria**

12819 SE 38th St,
Bellevue, WA 98006

UPS Store Hours:

Weekdays: 9am to 6pm

Saturday: 9am to 5pm



5. Attach the label below (or write) the following on the box/envelope

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

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

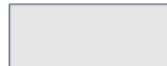


8mm/Super 8 Film

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



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: Media 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



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!

4304 Lake Washington Blvd SE Bellevue, WA 98006

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