

A BUSINESS ROADMAP  
FOR PROFESSIONAL  
**PHOTO ORGANIZERS**

**SAMPLE Memorabilia Digitization Services and Album Design Agreement**

Please review this agreement and sign where indicated.

Name(s): \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Email: \_\_\_\_\_  
\_\_\_\_\_ Preferred contact: Text \_\_\_ Email \_\_\_ Phone \_\_\_

**PLEASE CHECK ALL DESIRED SERVICES BELOW:**

\_\_\_ **Scanning Services:** Includes printed photos, documents, and memorabilia carefully scanned by white-gloved professionals and transferred onto an external storage device.

- Batch photo scanning (at 600 dpi resolution) for “B” photos\* - **\$X/scan**
- Large format photos/prints (larger than 8x10) and “A” photos\* - **\$X/scan**
- 3D Memorabilia archiving (using a lightbox mini-studio) - **\$X/scan**

\* See the sorting guide on page 2 for details

\_\_\_ **Media Conversion:** VHS, CD, DVD transfer to an external storage device. **\$X/VHS or CD to digital format (32 Gigabyte flash drive included), \$X/VHS to DVD.**

\_\_\_ **Digital Photo Restoration:**  
Different levels of restoration are provided - at a rate of **\$X/hr. please refer to *Photo***

**Restoration Scope of Services** for more information.

\_\_\_ **Other Requests** (i.e. video format preference, digital versions of both the original and edited versions of your images, instead of just the edited, etc. ): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_ **Concierge Services - \$X/hr:** Any trips made to and from a vendor, or to and from a client for the purpose of pickup/drop off of photos or supplies and the time it takes at the location will be charged at this rate.

*Additionally, any time spent setting up uploads to cloud storage and/or giving instruction on how to do so will also be charged at this rate.*

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\_\_\_ **Album/Legacy Book Design - \$X/hr:** All photo preparation, layout, & design work for digital photo albums or legacy photo books. The Photo Organizer will review all choices with the client for cover materials, paper quality and thickness, as well as personalization options. Printing costs are separate from our design fee and vary by printing lab.

## Payment:

Payment is expected at the end of each session unless the Client has provided us with a retainer or a down payment towards the estimated cost of services. Retainers are required for estimated project costs greater than \$500. We accept credit cards via Square, personal checks, and cash. Receipts are provided. All services are billed in 15-minute increments including coordination calls and emails made on the client's behalf.

## Additional fees & costs:

- 1 Terabyte External Hard Drive and/or Flash Drives can range in price from \$10-\$75 for the storage of your scanned photos and videos. Please indicate your preference below:  
\_\_\_ Client will purchase/provide  
\_\_\_ YOUR COMPANY HERE will purchase and provide receipt
- Additional 32 Gigabyte USB 2.0\* flash drives - \$X/each

\*We **DO NOT** provide USB type C flash drives or adapters. USB-C to USB adapters are available at Amazon.com and most electronics stores. If you would like us to purchase an adapter for you, we can do so for our hourly rate.

## Material Retention and Data Storage Policy:

Once an organizing project is complete, YOUR COMPANY HERE will store the Client's images that are scanned by our company for **no more than 30 days after the project completion**. In addition, any physical materials—including slides, photos, frames, etc.—that are given to YOUR COMPANY HERE for the purpose of organizing or scanning will be held **no more than 30 days after the project completion**. Any unclaimed materials will be disposed of after the 30-day period. By signing this agreement, the Client acknowledges that YOUR COMPANY HERE is not responsible for any Client property past this 30-day period.

Client Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Change of Scope of Project Acknowledgement:  
Client Signature: \_\_\_\_\_ Date: \_\_\_\_\_

To be cost efficient with your project, we strongly recommend that our clients use our organizing service to first sort their photos into the following three categories:

**A:** the most emotionally valuable, impactful, and memorable images.

**B:** photos that might be slightly blurry or damaged but must be kept for posterity and historical reference.

**C:** photos that are too blurry, damaged beyond repair, or have unrecognized people or places in them (these images are usually discarded by you after they are sorted).

We encourage our clients to let us scan the A photos first, then the B photos. The A photos are the only ones we will correct and touch up, since they are going to be placed in frames, photo albums, and in a sharable format.