



# Photo Field Imaging

## Shipping of Photographs, Slides and Negatives

### Preparation and Shipping of Photographs

Photo mailers can typically be obtained from a shipping company, or the post office, and are appropriate packaging for most current-day photos, negatives, or slides.

If a print is especially susceptible to damage, due to age or fragility, we recommend you do the following:

1. Carefully sandwich one print only between two pieces of stiff, thick cardboard that are an inch, or more, wider in diameter than the print itself.
2. Tape the edges of the cardboard on all four sides.
3. Mark a side with relevant information, so we'll know what to expect before we open it. For example; **Very brittle vintage photo inside**.
4. Do likewise with additional prints. Stack together, and insert into an appropriate photo mailer.
5. Ship to us using your preferred method of shipping.

### Preparation and Shipping of Slides

For the preparation and shipping of slides please use the following steps:

1. Inspect your slides for warping. Slide mounts that are severely warped may not be suitable for scanning.
2. Sort your slides by size (i.e. 35mm, 110, 127, 127). This is necessary so that we can setup our equipment to properly scan your slides.
3. Orientate your slides so that they are all facing the same way. Different labs will label in different ways, but typically most slides are labeled to indicate which side faces the screen (i.e. "This side toward screen", "Screen Side", etc.)
4. Arrange your slides in the sequence that you wish to have them scanned.
5. Arrange your slides in stacks of 50 with the screen side mounts facing down.
6. Arrange the mounts so that the top of the image is at the top or the left (for portrait photos).
7. The slide at the top of the stack is slide #1. Label this slide using a felt tipped pen.
8. Repeat for the remaining slides labeling the one on top of the next stack #51, #101, etc.
9. Secure each stack with two rubber bands.
10. Place each secured stack inside a zip lock bag.
11. Place the bags of slides inside a proper shipping box with adequate packing material (i.e. bundled newspaper, foam peanuts, etc.).
12. Ship to us using your preferred method of shipping.

## **Preparation and Shipping of Negatives**

For the preparation and shipping of negatives please use the following steps:

1. In order for us to scan your 35mm negatives your film strips must be 2-6 frames in length. Strips longer than 6 frames must be cut in order to be scanned. We scan all the frames you send to us containing image data.
2. Place all negatives in protective sleeves, envelopes, or archival storage sheets. These products can typically be purchased from most photo labs and camera shops.
3. If your negatives have a protective film on them it must be removed before we can scan your film. We will remove it for you but it will not be replaced or returned.
4. We strongly recommend reinforcing the film with cardboard to avoid any bending during shipment, even if you are shipping it in a box. Basically, make sure the film is packaged appropriately and securely for shipping.

### **Actual Shipping of Items:**

As a precaution, we suggest that all items be shipped to us through a registered courier such as FedEx, UPS or Purolator. This way your shipment can be tracked and insured. Ship all items to the following address:

**Photo Field Imaging  
661 Mossbank Court  
Newmarket, Ontario  
Canada  
L3Y 3A9**

Once the items have been shipped please email us at [info@photofieldimaging.com](mailto:info@photofieldimaging.com) providing us with the tracking information.