
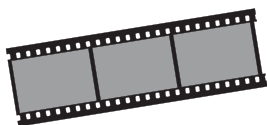



# HOW TO PREPARE YOUR PHOTOSCANNING SATCHEL

1. Please fill the **REPLY PAID** satchel with your slides/negatives/photos.
2. Fill out the Sender details on the front of the Priority satchel and sign the declaration.
3. Follow the packing instructions on the page enclosed.
4. Call **13 23 45 (StarTrack)** to organise your satchel to be picked up.
5. Our team will contact you to confirm that we have received your photos.

**\* FOR RESTORATION REQUESTS: please ensure these are clearly marked with a Post-it note or in a separate envelope.**  
**(Restoration quotes will be given once photos are assessed)**

*Please fill in the quantities below:*

|  |   |
|--|---|
| <p>SLIDES</p>     | <p><i>*Slides must be packed in groups of 50 (where possible) or less</i></p> |
| <p>NEGATIVES</p>  | <p><i>*Negatives must be grouped by film type; eg: Kodak GC 400</i></p>       |
| <p>PHOTOS</p>     | <p><i>*Photos must be tied in bundles according to size</i></p>               |

*If you have any questions please call **03 9008 4625**  
Monday-Friday, 9am-4pm (Australian Eastern Standard Time)*