

# TWO CAT DIGITAL

## Order Form

**SHIP ORDER TO:**  
 14719 Catalina Street  
 San Leandro, CA 94577  
 510-483-1220 FAX 510-483-1293  
[www.twocatdigital.com](http://www.twocatdigital.com)



Date shipped to Two Cat: _____	Date/Time you need order? _____
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**CUSTOMER INFORMATION**

Company/Institution \_\_\_\_\_

Contact \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Day Phone \_\_\_\_\_

Area Code      Phone Number      Extension

Cell \_\_\_\_\_ Fax \_\_\_\_\_

Email (required) \_\_\_\_\_

**PAYMENT**

Visa     M/C     Amex

Card # \_\_\_\_\_

Exp Date \_\_\_\_\_ V Code \_\_\_\_\_

Name on card \_\_\_\_\_

Check enclosed

Bill to established Two Cat Digital account

Purchase Order # \_\_\_\_\_

**SHIPPING** Contact us for international shipping

FEDEX  Priority     Standard     2-Day     Saturday

UPS  Overnight     2nd Day     Ground

USPS  Priority Mail    Local Courier  I will arrange for a local courier to pickup my order.

Charge to your freight account?  
 Company \_\_\_\_\_  
 Account # \_\_\_\_\_

Other Shipping Instructions: \_\_\_\_\_

**SERVICE REQUESTED** (Use separate order form for each service requested)

ARCHIVE     PRO PHOTO II     PHOTO CD II     CUSTOM SCANNING

PRINT SCANNING     X5 SCANS     MEDIA:  CD     DVD     HARD DRIVE

**LIST THE MATERIALS YOU ARE ENCLOSING**

Enter quantity of each:

\_\_\_\_\_ 35mm mounted slides

\_\_\_\_\_ 35mm color negative strips (not full rolls)

\_\_\_\_\_ 35mm B&W negatives

\_\_\_\_\_ 35mm full rolls (color or B&W)

\_\_\_\_\_ 120 strips or individual frames

\_\_\_\_\_ 120 full rolls

\_\_\_\_\_ 4x5 film

\_\_\_\_\_ Prints

\_\_\_\_\_ Other (describe) \_\_\_\_\_

\_\_\_\_\_

**IMPORTANT INFORMATION**

-Materials will be scanned in a particular sequence ONLY if you check this box and label  them clearly.

-Our pricing is based on instructions being followed by our clients. Prices and service times go up if your order instructions are not clear or if additional work is required by us to organize your order.

**SIGNATURE REQUIRED TO START JOB**

I understand Two Cat Digital Inc.'s liability for loss or damage is limited to the cost of fresh, unprocessed film. I have the legal right to place this order. I am either the copyright holder for these images or I have the legal right to have them reproduced by Two Cat Digital Inc. I authorize this work to be done and guarantee payment upon job completion.

Signature \_\_\_\_\_ Date \_\_\_\_\_