

# ***Treasures in Motion Packaging & Shipping Tips / Instructions***

If you are sending Treasures In Motion photos, documents or other materials to be scanned or used in your project please read the following.

Your materials will be returned to you in the same order and condition they are in when we receive them.

## **Photos**

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To prevent any bending during shipment, it is best to ship your photos in a box with cushion material. Bind the pictures together with a rubber band or put them in envelopes separated by chapters. To protect them from moisture place them into a plastic (Ziploc® type) bag(s). We will scan your photos in the order you send them to us unless otherwise arranged.

## **Negatives**

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Place your negatives in envelopes, or in their original protective sleeves. Please include labeling that clearly marks the negative(s) that you want us to use. Also the location and chapter that it will be located. To protect them from moisture place them into a plastic (Ziploc® type) bag(s), send them in a sturdy cardboard box with cushioning material.

## **Slides**

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Group your slides together in the order that you wish them to be placed in the show using rubber bands. To protect them from moisture place them into a plastic (Ziploc® type) bag(s), send them in a sturdy cardboard box with cushioning material.

## **DVD CD or Memory Cards**

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Place the CD in a jewel case, if sending a memory card please place it in an envelope. To protect from moisture place them into a plastic (Ziploc® type) bag(s), send them in a sturdy cardboard box with cushioning material.

## **Shipping**

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Treasures In Motion recommends that you ship your materials with a courier service that provides you with delivery confirmation and/or a tracking number. We prefer and recommend FedEx and UPS for this service. Please include your return address on all of your packaging. We will return all items sent to us insured for the same amount that you that you insured it for when sending it to us.