

# SHIPPING GUIDELINES

**DO** fill out your order form completely

**DO** place all loose film rolls in a *ziploc bag*

**DO** put the ziploc bag inside a *padded envelope or box*

**DO** make sure you have the correct postage and address your order correctly

ALL padded envelopes are considered parcel and cost \$3.00 and up



## NORTH COAST PHOTOGRAPHIC SERVICES

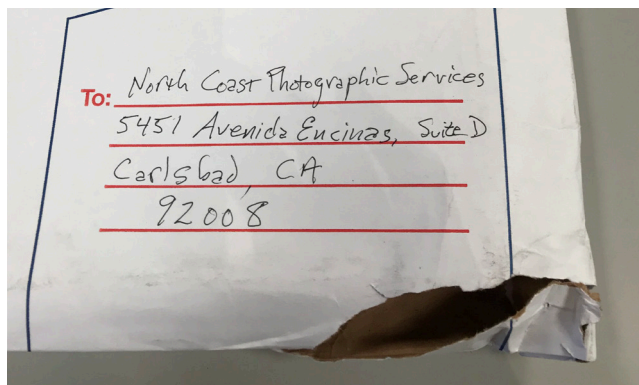
5451 Avenida Encinas, Suite D Carlsbad, CA 92008

**DON'T** forget to fill out the order form completely

**DON'T** use a paper/cardboard envelope, they generally rip open at some point.

**DON'T** forget to put loose film in a ziploc bag!

Boxes and Padded Envelopes can be torn during transit and if your film is inside a ziploc bag, it is less likely to escape the package!



**What next?** Once we receive the order it is unpacked, twin checked, invoiced and then sent for processing. Once film is processed, it is then scanned. After scanning, we quality check the scans then cds are burned, uploads are sent (only if you marked it on your order form!) and then the final step is packaging. Film is either sleeved long or cut and paged in plastic sheets. When all of these steps are completed it will then be on its way back to you. The turnaround is generally 2 days.