

### We Prioritize Satisfaction

We are in the business of joy; we will always do whatever is necessary to leave you feeling completely satisfied.

## Ahead of the Curve

Our equipment is top of the industry, and it will continue to be. We are always striving to be the best in the business.

## **Quick Turnaround Times**

We'll never keep your items longer than we have to. With FOREVER, you can track your items every step of the way.

# We Truly Care

For us, this is more than a job. We treat your memories like they're our own. Quality workers lead to quality work.

# We Digitize *EVERY* Format

All of your memories matter, and we believe they should be preserved for generations to come. That means scrapbooks, historical documents, and everything in between.



#### DIGITIZATION

### 10 Facts That Make FOREVER® A Leader in Digitization

- All digitization services are done in-house at our FOREVER Digitization Facility in Green Bay, Wisconsin.
  Each of your items is barcoded and tracked using our own proprietary production software. Our facility
  is equipped with high-definition security cameras strategically positioned above every production station
  and throughout all other parts of the building.
- 2. **Video** is captured on new or professionally refurbished old-stock video players. We work with one of the most reputable equipment suppliers in the country, and all our players are warrantied and professionally serviced 2-3 times a year. We can digitize VHS, VHS-C, 8mm/Hi8/Digital8, MiniDV/HDV, Betamax, Betacam SP and SX, DVD and Mini-DVD, and U-Matic tapes.
- 3. **Film** is captured on state-of-the-art machines hand built in the Netherlands to our specifications. They feature a German-made Schneider-KREUZNACH lens, ensuring the highest quality image in the industry. We can digitize 8mm, Super 8mm, Super 8mm with Sound, 16mm and 16mm with Optical Sound.
- 4. Video and Film captures are edited to remove blank spots at the start and end of the tape and in between footage throughout. Basic color and brightness/contrast corrections are applied, and audio levels are adjusted to industry standards. We export each capture as h.264/.mp4, progressive. Custom editing services are offered at an additional charge.
- 5. Reel to Reel Audio, Cassette Tapes, Mini/Micro Cassettes, 8-Track Cassettes, Vinyl Records and Audio CDs are captured from beginning to end (on both sides) to guarantee that all recordings are digitized. Blank sections are edited out and all audio is remastered to remove any hums or buzzing. Volume levels are adjusted to industry standards. Audio is exported as an .mp3 file. Each side of the tape is exported as its own .mp3 file. Example: Audio Tape Side A is exported as one file and Audio Tape Side B is exported as another.
- 6. **Photos** up to 8" x 10" are scanned at 600dpi and saved as JPEG files. Photos are scanned into albums as specified by your grouping and labeling, and in the order in which we receive them. Older, delicate photos are scanned on a flatbed scanner. Higher DPI (resolution) is available at an additional charge.
- 7. **35mm Negatives, APS Negatives, 110 Negatives and 35mm Slides** are scanned at 3000dpi using a DSLR camera. The camera is housed in an industry leading carrier system which is hand built in Appleton, Wisconsin. Our system ensures that negatives and slides are processed with the least amount of physical handling. All images are dusted prior to scanning, color corrected and saved as JPEG files into albums as specified by your grouping and labeling.
- 8. Medium and Large format Negatives and Slides, Stereo Slides, and Negative Discs are scanned at 3000dpi using a DSLR camera and an in-house hand built light table with an overhead mount. All images are dusted prior to scanning, color corrected and saved as JPEG files into albums as specified by your grouping and labeling.
- 9. 12" x 12" Scrapbook Pages, Photo Albums, Historical Documents, Photos larger than 8" x 10", and other Large Format items up to 12" x 17" are scanned on a flatbed scanner at 300dpi. Items larger than 12" x 17" can be scanned in parts and stitched together for an additional charge. All images are saved as JPEG files into albums as specified by your grouping and labeling. Higher DPI (resolution) is available at an additional charge.
- 10. Our knowledgeable team is always happy to answer any questions you may have. You can personally speak to someone at the FOREVER Digitization Facility in Green Bay, Wisconsin during office hours, or you can also get in touch by emailing support@forever.com or calling 1-888-FOREVER (1-888-367-3837).