



How To: Ship Your Memories to Digital Memory Media

Thank you for choosing Digital Memory Media for all of your digitization needs. To begin your order, locate all your personal memories, then safely package and ship your materials to our facility. Please follow the instructions below, or view our Shipping Instructions Video at the following link:

https://www.youtube.com/watch?v=koLY_JCmNb8



Step 1: Find & Organize Your Memories

Begin by locating all of your memories, whether they are under the bed, in the closet, out in the garage, or in the attic. Once gathered, **please clearly label all of your memories, both for your purposes and ours.** This will ensure that we know what titles to use when we convert your materials to a digital format. **Please limit the titles to fewer than 30 characters.**

For Example: January 1989 – December 1991



Step 2: Ready Your Materials For Shipping

1. Find a sturdy box and use strong shipping tape.
2. Package your materials using bubble wrap, paper, or peanuts to ensure that your materials will remain safe during shipping.
3. Complete the Digital Memory Media Customer ID Card (see below) and enclose it in the box you are sending to Digital Memory Media.
4. Secure the shipping label (bottom half) to the box you are shipping.



Step 3: Ship Your Materials To Us

Ship the box with the carrier of your choice (FedEx, UPS, USPS). Once your package arrives to our facility, Digital Memory Media will send you a confirmation email to notify you that we have received your package, and that we will begin to digitize your memories.



Congratulations!

You are now one step closer to digitally preserving all of your precious family memories. The rest will all be taken care of by our team of professionals here at Digital Memory Media. If you have any questions at any time along the process, please do not hesitate to contact us by phone Monday – Friday 9am-5pm EST at (800)380-9058 or by email at info@dmmem.com

Be sure to follow Digital Memory Media on Facebook, Google+, and YouTube!





Digital Memory Media Customer ID Card

Please fill in all the information and include this ID Card
inside the box that you are shipping to Digital Memory Media

Name: _____

Total Number of Items Shipped: _____
(An item is an individual film reel, videotape, photo, slide, etc)

Order Number: _____

Address: _____

How did you hear about Digital Memory Media?

Phone: _____

E-Mail: _____

(use the email address that you used when placing your order online)

From: _____

Ship To: Digital Memory Media
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East Brunswick, NJ 08816