

From:

**DO NOT CRUSH OR BEND
Do Not XRay - Film Enclosed**

Rapid Photo Imaging Center Inc.
International Film Processing
1137 S. Abington Rd.
Clarks Summit, PA 18411-2227



**Please DO NOT ship your films without an order form.
Shipments received without an order form enclosed may be
returned unprocessed.**

Instructions: Print to normal printer, 8½x11 sheet, cut and tape or use a good glue stick to stick label to face of package being shipped to Rapid Photo. Please remember to also include your RETURN ADDRESS on your package being shipped. Your package will require postage, or the shipper will not forward the package to Rapid Photo.

POSTAGE IS NOT INCLUDED WITH THIS GENERIC SHIPPING LABEL.

Best methods of shipment:

Unprocessed Disc Films: BOX ONLY, not a bubble bag or soft package. The discs must be packaged carefully enough so that they are not bent in any way.

Processed Disc Films: BOX or SOFT PACK. If shipping in a soft package or envelope, the disc films must be surrounded by heavy cardboard and each film should be in its own sleeve to prevent scratching of the film surface.

Roll Films, Cartridge Films, APS Films: BOX or SOFT PACK. Make sure all roll films (120, 620, etc) are securely taped before mailing to prevent unwinding during shipment.

Worst method of shipment:

Please do not send negatives or film via "regular" flat mail in a plain envelope as we have had customers' envelopes come in missing film, torn open by postal machines, bent, etc. It is always better to use a heavier, thicker envelope, or bubble bag backed with cardboard, at the minimum.

Best shipper methods:

USPS First Class or Priority Mail with tracking. Insurance is recommended for large quantities of films being sent. The small flat rate priority box is sufficient for many small orders.

UPS, FEDEX - Already insured to \$100 with tracking, and always an excellent method.