

# DiskBank Ordering Guide



## How to order manually

1. Print the guide.
2. Collect your tapes, films, slides and photos together and take inventory of what you have using the Ordering Guide to help.
3. Fill out the order form included with the Ordering Guide, including your name, address, phone number and the media you are sending. Use the guide to help you collate exactly how much media you have to send.
4. Call one of our friendly DiskBank staff for a quote on your job on 1300 66 38 22.
5. Wrap your original film, tapes, slides or other memories (and the printed order form) and place them in a box with soft packing materials.
6. Send your memories by courier or registered post to  
  
DiskBank Perth  
94 Jersey Street  
Jolimont WA 6014  
  
Or  
  
DiskBank Sydney  
6/81 Frenchs Forest Road East  
Frenchs Forest NSW 2086
7. We will finalize the order total when we receive your order. If the estimate is significantly different from the final total we will call you to notify you of this.
8. We convert your memories to your preferred digital format.
9. When finished, we notify you of completion, arrange payment and then post your job back to you using registered Australia Post.
10. Receive your newly saved, treasured memories and enjoy!