

E-Z Photo Scan Workflow Checklist

Customer Information	
Customer Name	
Order Number	

Stage	Workflow Information			
	Name	Start Date/Time	End Date/Time	Notes
Preparation Get pictures ready for scanning process.				
Scanning Digitize the photographs and/or film.				
Quality Assurance Ensure the scanned images are of the highest quality possible.				
Repacking Pack photographs and/or film for return to customer.				
Upload to Gallery Resize images to half original size and upload to our web gallery.				
Disc Creation Split order into DVDs (if necessary), create contact sheets, and burn to DVD(s).				