

Design Order Form – 12

Your Details

Account No. _____ Studio Name: _____

Studio's Reference _____ E-mail: _____

Address: _____

Contact Person: _____ Phone: () _____ Fax: () _____

Although album design is charged as a separate order (on a per-image basis) you must order the album at the same time. You can specify how many pages you want in your album, or leave it to us. An average of 6-7 images per layout (two sides) will give you a good balance of larger and smaller images. The design will be emailed to you as both a QuickTime movie and an Album Report PDF for approval. We offer up to 8 individual image edits (changes to the size, position, treatment etc of a particular image) free of charge. Extra edits will be charged for.

Please check your price list! Lower prices apply if you provide a Photojunction file with the images. To avoid extra charges, please ensure the images comply with our file specifications. Only send high-res files required for the album as you will be charged for all the images you submit.

Step 1: Album Order

a. I have supplied a Photojunction file (including high-res and low-res images).

1. All images must be rotated, grouped and sorted into the order in which you generally want them to appear in the album.
2. Any images not required in the album must be moved to the "Reject" categories.
3. Use the Notes function to highlight those images you want to feature or group together.

b. I am sending this Design Order with an Album Order Form.

1. The images must either be grouped in sub-folders or named so as to clearly indicate the order in which you want them to appear in the album.
2. Specify in writing any images you want to highlight or group together.

c. Please enter the Studio Reference for this album _____

Step 2: Design Notes Please tick your preferences where appropriate

a. Number of images supplied: _____

b. How many pages would you prefer in your album _____ (1 page = 2 sides)

c. Would you like us to include Wing Pages Flips (max 4 in total per album)

d. What style would you prefer for this album? **Bold & Busy** **Classic & Simple**

e. How much "white space" would you prefer in the design? **Plenty** **A moderate amount** **Not much**

f. May we crop images where appropriate? **Yes** **No**

g. Would you like some images overlapped? **Yes** **No** If so, about how many?

h. Would you like some images Sepia or B&W? **Yes** **No** If so, about how many?

i. Would you like some images tilted? **Yes** **No** If so, about how many?

j. What size would you like the images? **Large images** **Small images only** **A mixture**

k. Would you like us to include "detail Shots"? **Yes** **No** (you may like to include extra images)

l. Digital Albums only: Tick features you'd like included:

Faded image backgrounds Colour borders on images Block colour backgrounds