

## Printing Services Order Form

Studio Name & Address: .....

Phone: .....

Email: .....

Fax:

### Studio's Reference:

Same as for album order please

Album order  Sent with this print order  Sent from Photojunction

Please apply protective coating to the prints (no charge when we print).

Check this box if you are ordering Copy Albums from these files.

STRICT CONDITIONS APPLY: Please see your Price List for details.

**Very important!** Before sending the files, please open all Page Layouts to ensure that they have been created and formatted correctly.

**Note:**

Choose an option below (1 through 4), burn the files specified to CD or DVD and contact Queensberry to arrange a pickup.

### 1. Album design and printing from selected images (Full Colour Service)

We design the album using images selected by you. Images must be in the order that you want them to appear. Those not required must be "rejected". Unless instructed otherwise we work to an average of six images/apertures per leaf (three per side).

Please talk to your QBY consultant before using our design service for the first time so that our Designers can clarify your preferences.

Please include these files:

- The Photojunction .PJF and .PJT files.
- The relevant low-res image folder (complete - no images deleted).
- Copies of all the necessary high-res images (JPEG or TIFF format).

### 2. Album prints from the original high-resolution files (Full Colour Service)

This option assumes that you will design the album but Queensberry (not you) will create the high-res Page Layouts for printing. There's a small charge for creating the Layouts (see your pricelist).

Your album design must be complete and ready to create the Page Layouts for printing.

Please include these files:

- The Photojunction .PJF and .PJT files.
- The relevant low-res image folder (complete - no images deleted).
- Copies of all the necessary high-res images (JPEG or TIFF format).

### 3. Album prints from layered Photoshop Page Layouts (Full Colour Service)

This option requires Photojunction's "High-Res Export" function with Page Layout and Photoshop options selected. This creates layered files, best suited for colour-correcting and retouching the individual images in the layout prior to printing.

**DO NOT EDIT THE ALBUM DESIGN AFTER EXPORTING THE LAYOUTS OR THE ALBUM WILL NOT FIT THE PRINTS.**

Please include these files:

- The Photojunction .PJF and .PJT files.
- The relevant low-res image folder (complete - no images deleted).
- Copies of all Page Layouts as layered files in PSD format.

### 4. Print-Ready Service: album prints from JPEG or flattened TIFF Page Layouts

This option requires print-ready Page Layouts (ie you do all colour correction, retouching etc). Talk to your QBY consultant before using this service for the first time. Success depends on (a) your ability to edit and colour correct images to a professional level (b) your understanding and implementation of colour management and proofing principles. See your current Price List if you're ordering Copy Albums. Strict conditions apply!

Please include these files:

- The Photojunction .PJF and .PJT files.
- The relevant low-res image folder (complete - no images deleted).
- Copies of all Page Layouts in flattened TIFF or JPEG format (no PSD or layered files).

Options 1-3: Queensberry will colour correct the images or page layouts as appropriate and charge Full Service prices. We will also carry out any artwork specified (this is an extra charge - please attach our Art Instructions form or use Photojunction's Notes feature).

Option 4: Queensberry will charge Print-ready prices (ie you do colour correction, retouching etc).

Options 2-4: please include a printout or PDF of Photojunction's "Album Supplier Report With Images" as guidance for our album assembly team.

File handling charges will be incurred if we need to modify files or filenames so they comply with our specifications. You can read our file specifications on our website at [www.queensberry.com/services/printing/technical/filespecs.html](http://www.queensberry.com/services/printing/technical/filespecs.html) or in the document Service Details, included on this CD.