

THE PHOTO IMAGING STUDIO

Welcome ...

... and Thank You for your Interest.

Our Mission:

To Accurately Interpret and Translate Your Personal Objectives and Expectations into a Unique, Artistic and Visually Appealing Statement.

Our Focus:

A Close Working Relationship With You.

Our Service:

We encourage and welcome your contribution of Ideas and Comments in the planning phase and throughout evolution of your Project.

We propose to work with you as follows:

Communications

- ▷ E-mail and telephone/fax.

Transfer of Photo-Negatives and Prints

- ▷ We will forward/return your valuable photographs (negatives and/or prints) to you by Federal Express.
- ▷ We strongly recommend that you send your original photographs to us by FedEx or other courier service.

Your Original Photographs

We will require your original Photographs to work from:

- ▷ The Photographs that you provide to us, must be free of all copyright and royalty restrictions.
- ▷ The quality and size of your Photographs will determine the extent of any digital enhancement that may be required to prepare “highest quality digital images” for incorporating into your finished product.
- ▷ We will confirm our receipt of your Photograph(s), scan and digitally record the image(s) and return original(s) to you within 14 days.
- ▷ Alternatively, you may prefer to have your Photographs professionally scanned, digitized and recorded on a CD.

In this scenario, we will provide you with our technical specifications for (a) scanning, (b) digital graphic file type and (c) graphic file resolution:

You keep your original Photographs ... send us the CD.

Consultation and Quotations

Our first objective will be to determine: (a) which "type" of project you have, (b) a specific theme or objective, and (c) any special requests you would like to see creatively incorporated into the design of your finished product.

- ▷ If you have not already done so, please e-mail us:
 - (a) A brief description of your project.
 - (b) Your name, telephone number and the most convenient time for us to call you.
NOTE: If you live outside the Continental USA, please include your Country, State/Province Area Codes and local time zone.
- ▷ Next, we will call you to discuss your project.
- ▷ Finally, if we both decide to proceed further, we will prepare and forward a Quotation to you ... detailing:
 - (a) The work we will undertake, according to our understanding of your objectives.
 - (b) Our mutually agreed schedule of progress-reviews (for your comments and approval).
 - (c) Our price and delivery.
- ▷ A Quotation will require that we first evaluate copies of your photographs and other relevant subject material:
 - (a) E-mail us "low-resolution .jpg graphic files" from basic-scans of your photographs ... *or otherwise ...*
 - (b) Mail us "commercial copies" of photo-prints, prints from negatives, or good color-photocopies.
- ▷ We will e-mail our Quotation to you.
- ▷ We will call you again if you e-mail/confirm your interest in discussing the Quotation and proceeding with the project.

Contract

- ▷ We will prepare a signed Contract, itemizing the specific details of your Project and any other, mutually agreed, arrangements.
- ▷ This will be made available to you on-line (in this same PDF format) for you to print, and counter-sign.
- ▷ If you prefer, we will print, sign and forward the Contract document (and copy) to you by First Class Mail.

To Place Your Order

- ▷ Ensure that you protect the image surface of your “Original Photographs” and adequately support the photograph(s) by including a heavy card in the “FedEx Letter” envelope. FedEx also provide a variety of Boxes for packaging larger (flat or rolled) prints.
- ▷ Enclose one signed Contract form.
- ▷ Enclose your check for the deposit (normally 50% of the total quoted price).
- ▷ Forward these items to us (preferably by Federal Express or other Courier Service).

Completing Your Project

- ▷ We will confirm our receipt of your Photographs, Signed Contract and Deposit Check.
- ▷ We will scan & digitally record your photographs and return to them to you within 14 days by Federal Express.
- ▷ We will communicate with you as the project proceeds, and forward 'progress' graphic images by e-mail to:
(a) ensure your personal involvement in the creative process while (b) providing you with every opportunity to comment or request changes.
- ▷ When completed, we will forward a high quality 'ink-jet' proof-print for your final approval of image quality.
- ▷ Upon our receipt of your check, for the full balance of our Contract price, we will immediately arrange to have your Professional-Quality Photo-Print produced by Color Genesis.
<http://www.colorgenesis.com/>
- ▷ Your Photo-Print will be completed within 7 days. We will inspect the finished product. Once approved, it will be packaged and forwarded to you by Federal Express.

Appreciation

Thank you for taking the time and interest to visit our website and for requesting this additional information.

We look forward to being of Service to you, now or in the future.

My Best Regards,

Paul Foster Martin.

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