

Order sheet : Coffee Table Book / StoryBook Album

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PLEASE NOTE: No book or album will be printed without signed confirmation.

Name: _____ Date: _____

Tel/Cell: _____ Rep: _____

Source: _____

Post production required Y / N by: _____ Design Deadline: _____ by: _____

Couples names: _____ Wedding date: _____

Details for back page: _____

Total number of images handed in for use in the book: _____ (see terms & conditions)

Notes: _____

Binding in: _____ Binding out: _____

Final Deadline : Collect book or album on: _____ (only complete once signed)

This document was checked by: _____ and _____

Terms and Conditions:

By placing your order, you agree to the terms and conditions set out below. No book will be printed without signed confirmation. Either the proof or an agreement stating acceptance must be signed before we can proceed with printing. Without exception, each book produced will display "thephotolab@studio22" and details on the back cover, in fine print. We reserve the right to make changes to our offers without prior notice.

Requirements to design and print

-- Supply a CD (or any memory device) with only the images you want printed in the StoryBook Album or Coffee Table Book. If additional images are supplied, an editing fee will be levied.-- We suggest an average of 3.5 images per page. A 40 page book will therefore average 140 images. More images can be inserted but gives the book a busy, cluttered look.-- Images must either be numbered in the order you wish them to appear or placed in folders according to the pages they must appear on. -- Images supplied should be at least 2mb each (or approx 6x9" at 300dpi) for best print quality. Smaller files can be used but are not preferred.-- Images should be Jpeg in sRGB format. If converting is necessary, an additional fee may be charged. Please enquire if you are not sure.-- The design of a StoryBook Album and Coffee Table Book takes approximately 1 week. This will need to be confirmed with the design team when handing in your order.-- We supply a proof sheet printed in full colour on the identical paper used for the final book. This needs to be signed before we can proceed to printing and binding.-- You are permitted three changes to the first proof, thereafter our standard design fee applies.-- A short written brief may be handed in with the order.-- Printing and binding takes approximately 1 week from the date the proof is signed.-- Our StoryBook Albums and Coffee Table Book are hand crafted. As binding is an art and not a science, variations can be expected. The characteristics of the materials used must be taken into account. Paper will get dirty is handled etc.-- Covers: A selection of existing designs are available and included in the price. If new design is required, please request a quote in advance as our standard design fees will apply.

Layout and Design:

Layout and design per book takes approximately one week, **this will need to be recorded when handing in the order.** On presentation of the proof, three design changes are permitted, thereafter, our standard design fee applies. Please request a quotation if needed. Post production of images is not included in the time frame for design, please allow at least 1-2 working day/s for images to be corrected. Consult with a salesperson for deadlines.

Covers:

If a colour proof of the cover is required, this will be charged at our standard large format printing rate. Alternatively, a proof for text and layout can be supplied on your proof sheet used for the pages. As the printer and material differ, this will not be able to represent the colour of the final product. The various lamination textures may change the appearance of the final cover. We recommend the use of light colours for the cover as large areas of ink coverage may cause the lamination and thick ink surface to separate.

Printing and Binding:

As each Storybook Album and Coffee Table Book is hand crafted, a degree of fluctuation can be expected in all aspects. Books are susceptible to the elements and like any book purchased from a regular bookstore, care needs to be taken to ensure the book is not damaged. Once the proof is signed, the printing and binding will take approximately one week, this will depend on work flow and the date it is handed in. **Please check this information on signing.** Please note that thephotolab@studio22 can not be held responsible for delays in design, printing or binding for whatever reason.

Post production:

Our Coffee Table Book colour profile is sRGB (this is the standard file for a digital camera). Our StoryBook Album is printed on genuine photographic paper using our Frontier printer, you can download this profile from our website. Files may be supplied in PSD, Jpeg, BMP or Tiff. If colour correction is required, this is left to the discretion of the operator. We will supply a printed proof sheet on the page size and material used for the final book or album. Post production of images requires 1-2 working day/s prior to design.

Retouching:

Retouching of images is not a standard procedure. Please request retouching if it is required. This includes removal of red-eye, dust or scratch marks, closed eyes etc. Time for retouching will not be included in the layout and design time to produce a book or album. Please discuss these options with our designers.

Proofing:

Test prints are recommended in all cases where colour is of ultimate importance. You may also request to view prints before mounting/binding – this may only delay the binding process slightly but has no additional cost. We are not able to guarantee that colour profiles will match final print in our Coffee Table Books. The colour printing process used for Coffee Table Books is advertised as magazine print quality, for photographic quality books, we suggest our StoryBook Albums. When a cover is included on an index proof sheet, it is for text and layout proof only as the same printer is not used. If a colour proof of the cover is required, this will be at our standard large format printing rate. Please request a quote.

Copyright:

When handing images to us for use in a StoryBook Album or Coffee Table book, it is the responsibility of the client to ensure all images are free of copyright restrictions or that permission is granted for the use of these images. We may refuse to include images or request proof of copyright permission, if we suspect images are not rightfully being used. All risk and liability relating to copyright infringement lies with the client signing this document.

Phone record:

Date: _____ : Message: _____

Post production: colour, density and contrast correction - no retouching

Colour correction R _____ x _____ images = R _____

Scanning R _____ - (negatives, slides or prints)

Total R _____

Layout & Design:

Basic Lay-out & design R _____ - Yes / No

Additional Artwork R _____

Retouching - R _____ - *on request only!*

Additional Artwork R _____ - extra Coffee Table Book pages

Total R _____

StoryBook Album:

Style of album R _____ - Display P20/P40 _____ XW 24/30/36

Number of pages R _____ - 20 / 40 / other _____

Mount, bind & materials R _____ - Small / Medium / Large

Cover option: R _____ - Gloss / Matt / Wheat/ leather

Lamination surface R _____ - Gloss / Matt / Wheat

Total R _____

Rebate R _____

Balance due R _____

Coffee Table Book:

Number of pages: _____

Cover: Black / Matt / Gloss / Wheat R _____ - Wheat @ additional R30

Print & Bind R _____

Extras R _____

Extras R _____ - (additional pages)

Total R _____

I have checked and agree that the above information is correct. I have read and agree to the terms and conditions set out in this document.

Signed: _____ **Name:** _____ **Date:** _____

I, _____ **have viewed** the proof and hereby give permission to proceed with printing and binding. If there is an error relating to layout or post production of any sort, I agree to accept the product or cover the costs involved.

Signed: _____ **Date:** _____

I, _____ **will not be able to view** the proof and hereby give permission to proceed with printing and binding. I understand that although thephotolab@studio22 will do their best to produce a book free of error, they can not be held liable to reprint. If there is an error relating to layout or post production of any sort, I agree to accept the product or cover the costs involved.

Signed: _____ **Date:** _____