

## RETOUCHING REQUEST FORM

REQUEST DATE:

REQUESTOR NAME:

COMPANY NAME:

COMPANY ADDRESS:

PHONE:

EMAIL:

**FINISHED DUE DATE:**

# OF IMAGES SUBMITTED FOR RETOUCHING:

**CROP SIZE:**

- 5x7     16x9  
 8x10     24x36  
 OTHER \_\_\_\_\_

TOTAL NUMBER OF CROPPED IMAGES:

### SUBMITTAL CONDITIONS

All Jobs require a **2 day** due date from the date files are received.

Any job that is **RUSHED** must be "**paid in full**" up front, **plus a 50% mark-up**.

We endeavour to meet all the deadlines set but we can't be responsible for a finished date or a deadline if you have been late in supplying Raw photos or have not approved or signed off on our contract.

**PAYMENTS:** 50% of total estimated fee upon agreement of retouching estimate.

**FILE TYPE:** RAW files are uploaded to a drop box account. If you are submitting jpegs they must be 300 dpi and at least 2 MBs in size.

**PROJECT DESCRIPTION:**  SAMPLES INCLUDED

Summary of Required Work/Desired Look/Requested Crop Size & File sizes - Samples can be attached

### TERMS & CONDITIONS

**COPYRIGHTS:** You guarantee to us that any elements of text, graphics, photos, designs, trademarks, or other artwork that you provide us for retouching are either owned by your good selfs, or that you have permission to use them. When we receive your final payment, copyright is automatically assigned as follows: You have full usage rights for images and other visual elements that we create for you for this project. We will give you a copy of all files and you should store them really safely as we are not required to keep them or provide any native source files that we used in making them. You also own text content, photographs and other data you provided, unless someone else owns them. **PRINTING:** printing is not included in a standard agreement and will incur additional charges. **OTHER RESONABLE CHARGES:** The Client will be responsible for expenses incurred while carrying out the process of generating images. These expenses include but are not limited to: purchase of fonts, backgrounds, & stock images. **DIGITAL FILES:** All Commercial Retouching files are provided as high-resolution digital files. These files are the maximum quality possible from your RAW original images.

Prices quoted are valid for 30 days from date of estimate. If there is a change in date, time, or services requested, a revised estimate will be reissued.