



Digital Photo Restoration/Retouching Order Form

Use a separate order form for EACH PHOTO you are sending. If you are sending more than one photo, please label each photo on the back (in pencil or with a removable sticky note) "A", "B", "C" etc, and label each order form "A", "B", "C" etc to match the photo it refers to. Do not paperclip, staple or tape photos to the order form - all of these things can damage your photo.

You can either print out the form, fill it out and mail it to me with your photos or CD with your photo images on it, or if you can use email (some e-mail service providers prohibit attaching very large files), you can *select all*, *copy* and *paste* this form into your word processing or e-mail software, fill it out electronically, attach your .jpg images and e-mail it to me at: elf@fountainstudio.com

Cost: Before I start work, I will contact you by phone or e-mail to give you a firm price quote. This amount is due in full when you pick up your finished photos, or before I ship them to you.

Turnaround: Most single image jobs are completed in a week or less.

Proof approval: You will be sent an e-mail proof to approve before any prints are made. This is your opportunity to request further tweaking of the image. Just remember that colors on a computer monitor are not the same as printed colors, and every monitor displays color differently, so this e-mailed proof will be an approximation of the final print. You can also come to the studio to view a printed proof, or for out of Tucson customers, a printed proof will be mailed to you for approval at an additional cost of \$10.

Your name _____ Phone _____
Address _____
City _____ State _____ Zip _____
E-mail _____

The photo this order form refers to is labeled ☐ A ☐ B ☐ C ☐ D ☐ E ☐ F ☐ G ☐ H ☐ I ☐ J

What do you want done to this photo?

- ☐ General Cleanup (remove mold, mildew or other spots, dust and scratches)
- ☐ Adjust contrast/brightness
- ☐ Sharpen/focus (as much as possible) Note: Badly out of focus original photos cannot be made perfectly in focus
- ☐ Repair cracks/tears
- ☐ Soften the background
- ☐ Eliminate the background (this will result in a silhouetted image on white paper)
- ☐ Colorize the image (not needed for color originals)
- ☐ Make a sepia-toned image instead of black and white
- ☐ Make a border to expand this image so it will fit a standard size frame ☐ 4x6 ☐ 5x7 ☐ 8x10 ☐ other _____
☐ slightly textured mat board look ☐ rough or torn edge look ☐ custom (make me something unique)
- ☐ Other Instructions - be as specific as possible. This might include taking elements from one photo and combining them with another, removing certain people from a group, changing hair color, etc.

Included in the restoration price is one black and white image. Please choose what size and finish you would like:

- ☐ 4x6 ☐ 5x7 ☐ 8x10 ☐ Premium semi-gloss finish ☐ Premium matte finish

Additional Prints

- | | |
|--|--------------------------|
| <input type="checkbox"/> Six wallet size prints/set (2.5 x 3.5) - black & white | \$1.50/set x ____ sets |
| <input type="checkbox"/> Six wallet size prints/set (2.5 x 3.5) - <input type="checkbox"/> color or <input type="checkbox"/> sepia | \$2.00/set x ____ sets |
|
<input type="checkbox"/> 4x6 prints - black & white |
\$0.19 x ____ prints |
| <input type="checkbox"/> 4x6 prints - <input type="checkbox"/> color or <input type="checkbox"/> sepia | \$0.19 x ____ prints |
|
<input type="checkbox"/> 5x7 prints - black & white |
\$2.00 x ____ prints |
| <input type="checkbox"/> 5x7 prints - <input type="checkbox"/> color or <input type="checkbox"/> sepia | \$2.50 x ____ prints |
|
<input type="checkbox"/> 8x10 prints - black & white |
\$2.50 each |
| <input type="checkbox"/> 8x10 prints - <input type="checkbox"/> color or <input type="checkbox"/> sepia | \$3.00 each |

Oversize Prints

- | | | | |
|------------------------------------|--------------------------------|---|--------------|
| <input type="checkbox"/> 9x12 | <input type="checkbox"/> 10x13 | <input type="checkbox"/> 11x14 - black & white | \$9.00 each |
| <input type="checkbox"/> 9x12 | <input type="checkbox"/> 10x13 | <input type="checkbox"/> 11x14 - <input type="checkbox"/> color or <input type="checkbox"/> sepia | \$11.00 each |
|
<input type="checkbox"/> 12x16 | <input type="checkbox"/> 12x18 | - black & white | \$11.00 each |
| <input type="checkbox"/> 12x16 | <input type="checkbox"/> 12x18 | - <input type="checkbox"/> color or <input type="checkbox"/> sepia | \$12.00 each |

- ☐ Print on textured archival watercolor paper - Add \$1 per print

You can have prints made larger than the sizes above. Email or call me about larger sizes.

Archiving

Your original unretouched scanned photo(s), & the final corrected version in .tif and .jpg formats are written to a standard CD, at 300dpi at the size(s) you ordered. The CD comes in a plastic case and is included with your order. If you want images written to a gold archival CD, there is an extra charge as follows:

- ☐ Write my images to an archival gold CD (estimated to last 300 years) \$4/disc

Please include this order form with your images. Once I receive your photos I will call or email you with a firm price quote. Since I work from two locations, please e-mail me for the correct shipping address to use when mailing or shipping UPS/FedEx.