

Please Fill in # of Heads ►
For Retouching

If more than 24 files, please use the back of this form

File #	For Lab Use Only				Wallets	4x5	4x6	5x5	5x7	8x8	8x10	10x10	11x14	16x20	20x24	24x30	Retouch # of Heads	For Lab Use Only		
	Density	Red	Green	Blue														1st Units	2nd Units	Add. Units
25																				
26																				
27																				
28																				
29																				
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46																				
47																				
48																				
49																				
50																				
Sub Total																				
Total Side 1																				
Final Total																				

Instructions For Submission of Digital Files

- 1) Do not compress files
- 2) Please include no extra layers, channels or paths
- 3) All files must be jpeg or tif files (no raw files or photoshop files please)
- 4) For prints up to 20x24, we need an 8x10 size file at 300 ppi. Please limit file size to less than 50 megs in size.
- 5) For files please submit RGB, 8 Bit Color, PC tiff files with no LZW compression on PC formatted media
- 6) Please include thumbnails of each file and be specific of what you want(We need a proof sheet of the files enclosed)
- 7) Files that need to be reworked due to the above guidelines not being followed are subject to a \$10.00 fee
- 8) There is a minimum charge of 10.00 per order so please group your orders accordingly
- 9) To avoid editing charges, please send in only files that are to be printed. If files are on the disk that don't need to be printed then an edit charge will be incurred
- 10) File names can only contain alphanumeric characters or underscores, **no characters like {} [] “/\ * - ; : = + ? ! < > & \$ @ # are allowed.** If files contain these characters then an editing charge will be incurred.