

DIGI-CARD ORDER FORM

4.07 OFFICE USE ONLY IN ____/____/____ Job# _____

Name _____
 Ship to Address (No P.O. Boxes please) _____
 City / State / Zip _____
 Phone Day () _____ - _____ Phone Night () _____ - _____ Fax () _____ - _____
 e-mail address: _____ (Do you want an e-mailed proof?) **yes no**

Name as it is to appear on the card: _____

Circle One: ALL CAPS or Upper & Lower

Circle One: frutiger FRUTIGER **impact IMPACT** comic COMIC times TIMES

Women	Men	Kids
Height _____	Height _____	D.O.B. _____
Bust _____	Suit _____	Eyes _____
Waist _____	Shirt _____	Hair _____
Hips _____	Waist _____	Size _____
Dress _____	Inseam _____	Shoe _____
Shoe _____	Shoe _____	
Hair _____	Hair _____	
Eyes _____	Eyes _____	

Additional text such as resume info, may require a typesetting fee, contact us for a quote.

Agency Name & Address _____

 Phone # _____
 Fax # _____
 e-mail # _____
 Do you want the agency name on your card? **YES NO**

CIRCLE YOUR CHOICE

1 Sided Card- Includes up to 3 photos. Finished size 5 1/2 x 8 1/2
 Our most cost effective comp!

50	100	200
\$55	\$85	\$160

Flip 2 Sided- Includes up to 5 photos. Finished size 5 1/2 x 8 1/2
 The most popular choice among professional models!

50	100	200
\$65	\$90	\$170

Headshots- 8x10 black & white or color. Includes 1 photo.
 One sided. Resume not included.

50	100	200
\$50	\$75	\$100

8x10 or 8x12 Retouched Glossy Photographs
 Professional photographic quality in color or black & white!
\$15 each (includes retouch)

8 1/2 x 11 or 9x12 Portfolio Lasers
 8 1/2 x 11: \$3
 9x12: \$4

\$1.50 for each additional copy of the same image.
Only made from photos included on the card.

Cost of comps	
Additional Images @ \$7	
Additional Typesetting & Digital Retouch Min. \$15 Call for a quote. <small>(see back of order form)</small>	
FULL BLEEDS cards without borders or with color backgrounds. ADD \$10 per order. See #5 on back of this form.	
8x10 or 8x12 Glossy Photographs	
Lasers 1st copy \$3.00 or \$4.00 Add'tl copies \$1.50 See Back of order form. Only made from photos included in the comp.	
Shipping & Handling	\$10
Rush Fee (Call for details)	
TOTAL	

CC or Check # (Visa / MasterCard / Discover / AmEx) _____

Exp ____/____/____ Zip Code of credit card billing address. _____

I authorize Digi-Card to charge my credit card for the above total.

 PRINT CARDHOLDERS NAME

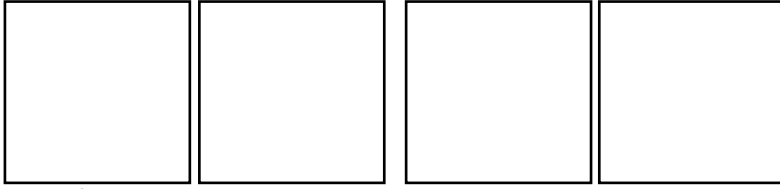
 CARDHOLDERS SIGNATURE

Additional photos on comps or headshots only \$7 each!

Layout Options...

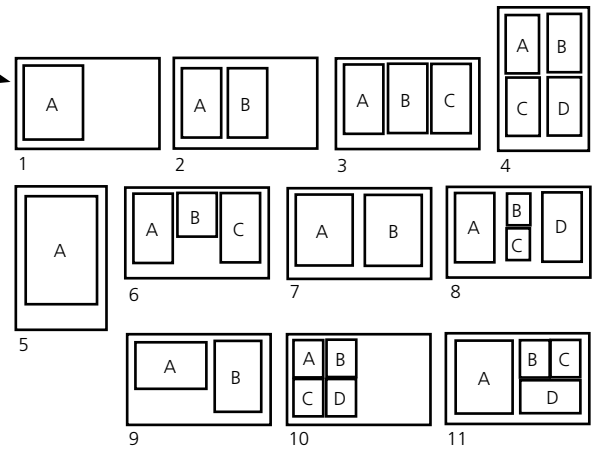
1. Select a layout number here.

2. Write the layout number for each side here.



front back inside left inside right

(The above for foldover cards only.)



Do you want borders around your photos? **yes** **no**

3. Write the following info on a post-it note & stick it on the back of all prints:

- Layout # (1-11)
- Position letter (A,B, C or D)
- Models Name

DO NOT WRITE ON THE BACK OF A PRINT!

THE INK WILL RUIN YOUR PRINT!

For Slides: Use pencil and write on the slide mount.

*** Do not use paperclips on photos!**

4. To have photo credits appear on your card:

List the photo # (ie. 5A) and the photographers info here.

5. If you want a **full bleed or color background**, write your choice in the layout area above.

Full Bleed = Photo to edge of card, without borders.

Color Background = Instead of the standard white background around your photos, select a color. (Black is a popular choice).

6. For 8 1/2 x11 lasercopies of your photos:

Place the layout # (ie. 5A) and the desired number of copies here.

READ THE FOLLOWING CAREFULLY. SIGN & DATE.

IMAGES ACCEPTED:

- Prints up to 9 x 12
- Slides up to 4x5
- Tear sheets*

*Tear sheets, inkjet prints & laser copies do not scan well.

***Do not use paperclips on photos!**

DIGITAL FILES ACCEPTED:

- Mac or IBM files on cd,dvd or e-mailed.

(Place file name in layout boxes above.)

Do not send original disks!

INSTRUCTIONS FOR HANDLING SLIDES:

Package your originals carefully in slide pages & place the models name on each original. Handle slides carefully, we remove dust prior to scanning, however, we can not clean thumbprints or dirt from your slides. In doing so, we may damage your slide. Please carefully inspect all slides with an 8x loupe, and if needed, have your photo lab clean your slides.

DIGITAL RETOUCH & ADDITIONAL TYPESETTING:

All retouch work is quoted on a per hour basis @ \$60 per hour, with a minimum charge of \$15. Additional typesetting includes resume information and additional personal information. Typesetting is charged per job with a min. of \$15. Additional information / resumes can be submitted camera ready and or laser quality output. Call for quote.

Terms and conditions:

1. Payment in advance. Personal checks will delay your order.
2. Layouts and copy: Instructions and rough mock-ups are welcome but with the understanding that unless camera ready artwork is given, layouts and cropping are at our discretion. Copy must be clearly written or typed. We can not be held responsible for any errors resulting from ambiguities.
3. All orders will have our company imprint which will be positioned at our discretion.
4. Digi-Card is not liable for the loss or damage to originals or artwork whereas every care is taken.
5. Client shall obtain the needed permission to reproduce any work that is copy written. The client shall totally indemnify and hold harmless Digi-Card from any claim arising from the use of copyrighted material. We are not responsible if photo credits are incorrect or are not given.
6. Whereas every effort is made to meet our anticipated delivery dates, Digi-Card shall have no liability for any damages or incurred costs of loss of income sustained by any client due to delays, for whatever reason, resulting from any printing undertaken by Digi-Card.
7. Any order cancelled prior to printing is subject to a charge of 50% of the total price of the order.
8. **A reasonable variation in color between the original and the completed work shall constitute acceptable delivery. Digital printing provides dynamic color and short run capability, however, exact color matching is not guaranteed. Original images that are too light or dark will either blow out or not show great shadow detail. Submit evenly exposed photos for the best quality output. Acceptable variation in color shall be at the sole discretion of Digi-Card.**
9. Digi-Card reserves the right to use samples from each order for promotional purposes unless expressly prohibited by the client at the time of the order.
10. All claims and or adjustments must be sought within 5 business days of shipment of the finished product.

Yes, I understand and have read the terms and conditions and I wish to place an order.

Signed _____ Date _____

ORDERS WILL NOT BE PROCESSED WITHOUT A SIGNATURE AND PAYMENT IN ADVANCE.

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e-mail: digi.card@verizon.net