

# Magazine Style Album Order Form

## Customer Information

**Name:** \_\_\_\_\_ **Email :** \_\_\_\_\_

**Order For:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_  
 \_\_\_\_\_

## Order Information

Qty	Album Size	# of Album Pages	Album Cover Color	Total

## Additional Information

**Name on the cover?**     No     Yes (circle color: silver    gold    embossed)

**Please write clearly**    **Line 1:** \_\_\_\_\_

**Line 2:** \_\_\_\_\_

## Order Cost

**Credit Card Payments**

\_\_\_\_\_ Exp. \_\_\_\_\_

Credit Card # \_\_\_\_\_

\_\_\_\_\_

Billing Address for Credit Card \_\_\_\_\_

\_\_\_\_\_

City, State and Zip Code \_\_\_\_\_

\_\_\_\_\_

Name That Appears on Card \_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_

Total this page    \_\_\_\_\_

Subtotal    \_\_\_\_\_

CA Sales Tax-8.25%    \_\_\_\_\_

Shipping \$25    \_\_\_\_\_

Total    \_\_\_\_\_

50 % Deposit    \_\_\_\_\_

Balance Due    \_\_\_\_\_  
 (upon design completion)

Please make checks payable to Stagi Imagery

**Payment Details:**

Please read our Terms and Conditions prior to placing your order. The minimum deposit for new design orders is \$300 or 50% of estimated total order which ever is greater. The

balance is payable two weeks after you receive a design preview or at the time of design approval whichever comes first.

**Terms & Conditions:**

Quoted prices based on photographs of adequate resolution supplied (at least 6MB digital files) in proper digital format. Only JPEG, Tiff or PSD (Photoshop) files accepted. If the images are to be presented in any particular order or sequence, the files must be organized within corresponding folders, and/or numbered in the preferred order. Our service includes the creation of unique layouts, complete with album effects including but not limited to the addition of backgrounds and borders or the application of image tones such as Black and White. Image retouching, color correction, detailed image selections and other advanced digital imaging processes will only be done to a maximum of 10 images. Additional image manipulation is \$30/per photo. Payment must be cleared prior to delivery. There is no limit to the number of images provided. Images must be submitted in digital format on CD-ROM or DVD-ROM. Standard Design turn-around is 10 days. Album printing requires 5 days with an additional 15 days for binding. Turn-around times are calculated from the day after all files are received and do not include shipping days.

I have read and agree to all Terms and Conditions:

Customer Name \_\_\_\_\_  
Customer Signature \_\_\_\_\_  
Date \_\_\_\_\_

**Checklist of items:**

All orders must have the following information to be complete:

- Completed order form
- Deposit for 50% of album cost
- Completed photo release from photographer (or any release they have already given to you stating you can make reproductions for your own use)
- A CD or DVD of images.

Once we receive the above information our normal turnaround for the initial design is 7 business days. You will receive a link to preview the album layout at that time.

