



# shutter sharp | Order Form

## What should your pictures say?

When creating your new images, it's important for us to know what you'd like to see as the final result.

Please use the comment box (and if necessary, the back of the sheet) to describe how the final images will be used and the "look" you'd like to create. Use the many examples on ShutterSharp.com as a guide, or even clip & send us an example - the only limitation is your imagination.

*If you don't feel particularly imaginative, we'd be happy to offer our suggestions (based on the content of your images & what adjustments we feel they would most benefit from).*

The more information you give us about how you want your images to look, the more accurate the estimate, and pleasing the result, will be.

## When ordering, please fill in the form below.

Once we receive your order form and review your images, we will contact you to confirm your order and answer any questions you may have. When you decide to proceed, we will e-mail you a detailed estimate describing your project (*we will begin work on your order and bill you only after we receive your confirmation and acceptance of our estimate*).

Once you receive and accept our estimate, you can choose to pay either online, by credit card over the phone or by sending a check. We will then begin work on your project.

## contact info

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_  
\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Best time to call: \_\_\_\_\_

E-mail: \_\_\_\_\_

Prefer contact by phone:  by E-mail:  (please ✓ check one)

## image services

*Remember to describe what you'd like to achieve in the comment box on page 2.*

Number of Images: \_\_\_\_\_ Final size: 8.5" X 11" \_\_\_\_\_ | 11" X 17" \_\_\_\_\_ | 16" X 24" \_\_\_\_\_ | 20" X 30" \_\_\_\_\_ | Other \_\_\_\_\_

Services: Basic Enhancement  Restoration  Collage  Digital Painting  Black & White Conversion

Black & White Conversion and Tinting  Do not use my images for promotional purposes  (please ✓ check all that apply)

## scanning services

## archival scans *Your image files returned on DVD.*

Type of Scans (how many of each type): Flatbed \_\_\_\_\_ | Transparency \_\_\_\_\_ | Negative \_\_\_\_\_ | Total Scans \_\_\_\_\_

Return on: Archival Gold DVD  Regular DVD  (please ✓ check one)

*Please use the comment box on page 2 for any special instructions.*

*For advice on sending your photos safely, go to: [www.shuttersharp.com/Sending Photos](http://www.shuttersharp.com/Sending Photos)*

## continued next page

**All work is subject to the Terms and Conditions of ShutterSharp.**  
*to view or download, go to: [www.shuttersharp.com/Terms & Conditions](http://www.shuttersharp.com/Terms & Conditions)*

By submitting your order you signify your acceptance of these terms and conditions and state you have copyright ownership or the necessary permissions to copy or change any images you submit.



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printing services | Ordering your prints.

**Number of prints** (how many of each size): 8.5" X 11" \_\_\_\_\_ | 11" X 17" \_\_\_\_\_ | 16" X 24" \_\_\_\_\_ | 20" X 30" \_\_\_\_\_ | Other \_\_\_\_\_

**Type of Print:** Premium Luster  Ultra Smooth Fine Art  Canvas  Combination

Size to fit your frame  Please stretch my canvas  (please ✓ check all that apply)

For multiple and custom print sizes or prints on mixed media types, please list the details below.

Comments & Special instructions

Continue on back of sheet....

Please include this form with your photos or artwork and send to:

**ShutterSharp**  
**P.O. Box 291**  
**Bellingham, WA 98227-0291**

*For advice on sending your photos safely, go to: [www.shuttersharp.com/Sending Photos](http://www.shuttersharp.com/Sending Photos)*

**Returning Items:** All items will be returned to you by First Class Mail. If you have additional requirements (insurance) include them above in the comments section and we will include it in your estimate.

**Shipping:** We charge \$5.95 for most orders & ship by First Class Mail. If you'd like us to ship by another method or require insurance let us know in the comments section and we will include it in your estimate.

Once we receive your order form and review your images, we will contact you to confirm your order and answer any questions you may have.

When you decide to proceed, we will e-mail you a detailed estimate describing your project.

***We will begin work on your order and bill you only after we receive your confirmation and acceptance of our estimate.***

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By submitting your order you signify your acceptance of these terms and conditions and state you have copyright ownership or the necessary permissions to copy or change any images you submit.