



argentum photo lab

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PHOTO SUBMISSION FORM

CLIENT INFO:

name:

phone:

address:

city:

state:

zip:

email:

photographer name:

SPECIAL INSTRUCTIONS:

Bill to (circle one): **CLIENT** | **PHOTOGRAPHER**

EXTRA INSTRUCTIONS (if any):

REMEMBER:

1. Submit images on **CD** or **DVD**, formatted for either PC or Mac
2. Filenames should be short and should not include any special or odd characters. For information on batch file renaming in Photoshop, visit the Photographers page at **argentum.com**.
3. Do not duplicate file names. You can easily prevent duplicates by using only one folder per disc.
4. Files should be original high-quality **jpegs** from your camera.
5. Limit yourself to only **ONE** client per disc.
6. Include on the disc the full name of the client, the client's email address and payment options.
7. **PLEASE** make certain that all written information be clear and legible!
8. "Client Name" pertains to the photographic subject, and will appear as written above on the online proofs.