



Step 1 Customer details All information must be accurate and written in capital letters

Studio name Wedding date (month) (day) (year)
 Studio owner Bride name (first name only)
 Phone # Groom name (first name only)
 E-mail Language

Studio personalization inside the book: Studio logo Studio name Leave blank Also on the cover: yes no

Step 2 Paper, size & pages Primary books feature continuous page binding system

Smooth paper <input type="checkbox"/> Textured paper <input type="checkbox"/>			Page Qty Approx <input type="checkbox"/> Exact <input type="checkbox"/> Page thickness: Thin (SBS) <input type="checkbox"/> Thick <input type="checkbox"/> <small>(thick page available from 20X30 & up)</small>	Photographic paper <input type="checkbox"/> Metallic paper <input type="checkbox"/>		
						
10x13 <input type="checkbox"/>	10x10 <input type="checkbox"/>	13x10 <input type="checkbox"/>	20x30 <input type="checkbox"/>	20x20 <input type="checkbox"/>	30x20 <input type="checkbox"/>	
15x20 <input type="checkbox"/>	15x15 <input type="checkbox"/>	20x15 <input type="checkbox"/>	25x35 <input type="checkbox"/>	25x25 <input type="checkbox"/>	35x25 <input type="checkbox"/>	
20x30 <input type="checkbox"/>	20x20 <input type="checkbox"/>	30x20 <input type="checkbox"/>	30x40 <input type="checkbox"/>	30x30 <input type="checkbox"/>	40x30 <input type="checkbox"/>	
25x35 <input type="checkbox"/>	25x25 <input type="checkbox"/>	35x25 <input type="checkbox"/>	35x45 <input type="checkbox"/>	35x35 <input type="checkbox"/>	45x35 <input type="checkbox"/>	
30x40 <input type="checkbox"/>	30x30 <input type="checkbox"/>	40x30 <input type="checkbox"/>	40x50 <input type="checkbox"/>	40x40 <input type="checkbox"/>	- -	

Lamination
(is default on metallic paper)

Primary book Qty
if book copies have different options complete another form

Step 3 Layout See layout chart on back page to determine how many images are recommended for each layout

Print & Bind (layout provided by photographer) Files sent by: CD/DVD FTP Files Qty

Graphistudio layout: Director Design Reportage Panorama Studio

Image Qty To be chosen by Graphistudio Text: None Graphistudio stock text Provided by photographer (digital text file)
Use all the images sent

Step 4 Cover For special requests please refer to our technical office

Code Material Color & Finish (metal cover only): Gold Silver Satin Polish

Cover design by: Graphistudio Image # Photographer Debossing (classic cover only): Names Date

Step 5 Slipcase Check availability for sizes

Free white box Briefcase Qty Color Sleeve Qty Color Leatherette Cowhide

Step 6 Parent & Pocket books Parent books feature the continuous page binding, Pocket books are perfect bound

Parent books, dust jacket cover				Pocket books, soft cover				30x40 Calendar:
Size	Paper	Multiples of	Tot. Qty	Size	Paper	Multiples of	Tot. Qty	Qty <small>(first copy free)</small>
10x13, 10x10, 13x10	smooth <input type="checkbox"/> textured <input type="checkbox"/>	4	4x6, 4x4, 6x4	smooth	30	Year <small>(wedding date is default)</small>
15x20, 15x15, 20x15	smooth <input type="checkbox"/> textured <input type="checkbox"/>	2	6x9, 6x6, 9x6	smooth	15	
20x30, 20x20, 30x20	smooth <input type="checkbox"/> textured <input type="checkbox"/> photographic <input type="checkbox"/>	1	10x13, 10x10, 13x10	smooth	8	

Step 7 Payment details Please verify your data and sign the form

COD Bank Transfer Mastercard Visa # Exp. date / Security code

Signature (required) Date / /

PREPARING YOUR FILES FOR GRAPHISTUDIO LAYOUT

Great looking prints start with great images. In order to prepare your files for the best output, please follow the below guidelines. We will not be responsible for the output quality if submitted files do not meet the below requirements.

- 1) File Size:** The size of each file should be around 24 MB (not interpolated).
- 2) File Format:** save file in RGB color mode, using JPEG (compression rate should be set at best quality),TIFF or PSD.
- 3) Color Space:** when saving files "include color profile".
- 4) Hint:** Number the files chronologically, put the files in separate folders, identifying the phase they belong to (Bride at home, Church, Reserves...), print out a thumbnails sheet and write there all the notes referred to the single files.
- 5) Media Accepted:** CD/ DVD, FTP.

PRINT & BIND ORDER

For technical details, please download the "Print & Bind" document in your trade area.

LAYOUT CHART

The following chart will determine how many images to submit based on which layout is selected. Either select the # of pages or the # of images (indicated under layout style) to prepare your order.

Note: We ask for an image per page for Director and Panorama because these layouts incorporate two page panorama layouts merged with pages with multiple images.

Hint: To see the effects offered in each layout go to the layout section on GraphiStudio's website, or if you're an active customer, go to your secured site.

#PAGES	Director	Studio	Design	Reportage	Panorama
	NUMBER OF IMAGES (RECOMMENDED)				
10	10	15	13	15-25	10
20	20	25	26	30-40	20
30	30	35	39	45-55	30
40	40	45	55	60-70	40
50	50	55	65	75-85	50
60	60	65	80	90-105	60
70	70	75	90	105-120	70
80	80	90	105	120-135	80
90	90	100	120	135-155	90
100	100	110	130	155-170	100
Recommended Images	Most Horizontal & Square Images	Most Vertical	Most Horizontal, Vertical & Square Images	Most Horizontal, Vertical & Square Images	Most Vertical

(Please do not send more images or files than suggested in the balanced book layout chart)

Notes:

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TERMS

GraphiStudio will not be responsible for errors if information supplied on the order form is incorrect or incomplete. All orders must be submitted in writing, no verbal orders accepted.

CANCELLATION POLICY

Standard orders will be charged 50% of the order value before the PDF stage and 100% after PDF stage.

COPYRIGHT

By signing this form, customer indemnifies and holds harmless GraphiStudio and other affiliates and agents from and against any and all losses resulting from unauthorized use of the images.

PAYMENT

GraphiStudio reserves the right to charge your account the total order amount in advance based on your prior payment and credit history. All products are shipped directly from GraphiStudio Italy, in case of any shortage or damage, notify the delivering transportation company and file a claim. By signing this order form, you have agreed to our General Terms and Conditions.

