

Copyright Release

By submitting the job, you are stating that you are the owner and copyright holder of the images, text and anything within.

Digital Print Order

United Promotions, Inc.

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Limit of Liability

Submitting any tangible or electronic media, image, data, file, card, disc, device, film, print, slide or negative for any purpose, such as processing, printing, duplication, alteration, enlargement, storage, transmission, or other handling, constitutes an **AGREEMENT** that any loss or damage to it by our company, subsidiary or agents, even though by our negligence or other fault, will only entitle you to replacement with an equivalent quantity/size of unexposed photographic film or electronic media, and processing of the replacement media. Except for such replacement, our acceptance of the media, image, data, file, card, disc, device, film, print, slide or negative is without other liability, and recovery for any incidental or consequential damages is excluded. No express or implied warranty is provided. We recommend that you keep a copy of the original files or store your film safely as we cannot guarantee the safe keeping of all files. United Promotions cannot be responsible for software you download or purchase to communicate with the lab.

CUSTOMER # _____ Telephone # (____) _____ Email _____
(Where you can be reached)

STUDIO NAME _____

STREET _____

CITY _____ STATE _____ ZIP _____

SHIP TO: NAME _____

STREET _____

CITY _____ STATE _____ ZIP _____

JOB IDENTIFICATION _____

DATE JOB SHOT _____ DATE JOB DUE TO SHOW _____

Shipping Instructions: (Please Check One)

MAIL		UPS				BUS	FEDEX				PICKUP AT LAB
Postal Service	Next Day Air	Next Day Air Saver	2nd Day	3 Day Select	Ground		Priority One	Standard Overnight	Economy	Saver	

# CDs	# Images	# Rolls	Film Size	Photographer

Estimated Sittings _____

Edit to _____ Pose(s)

Check here if package list is attached.

ID CARDS

Additional Information for ID Cards:

- | | |
|---------------------------------------|---------------------------------------|
| <input type="radio"/> School Name | <input type="radio"/> Home Phone |
| <input type="radio"/> School Year | <input type="radio"/> Emergency Phone |
| <input type="radio"/> Student Address | <input type="radio"/> Teacher Name |
| <input type="radio"/> Student ID | <input type="radio"/> Grade |
| <input type="radio"/> S.S. Number | <input type="radio"/> Homeroom |
| <input type="radio"/> Other _____ | |

School Name: _____

School Year: _____

Principal: _____

School Logo Included: Yes No

PACKAGES

Pkg. 1 _____

Pkg. 2 _____

Pkg. 3 _____

Pkg. 4 _____

Pkg. 5 _____

Pkg. 6 _____

Pkg. 7 _____

Pkg. 8 _____

Pkg. 9 _____

Pkg. 10 _____

Overlay Info:

GROUPS, BIG PRINTS & QUANTITY PRINTS

Please include text file or stats sheet and run sheets for proper identification. Limit text to 25 characters per line.

Size: _____

Group Border Options:

- | | |
|--|---------------------------------------|
| <input type="radio"/> Group Overlay | <input type="radio"/> With Logo |
| <input type="radio"/> Personalized Names | <input type="radio"/> Polished Copper |
| <input type="radio"/> Brushed Metal | <input type="radio"/> Marble |
| <input type="radio"/> Water | <input type="radio"/> Wood Grain |
| <input type="radio"/> Other _____ | |

Special Instructions:

Supplies Needed:

Rush! / Ship Now

Ship With This Order

LAB USE ONLY

JOB # _____

OJN # _____

CUST # _____

SHIP DATE _____

DATA BACKS _____

SITTING CARDS _____

PROOF(S) _____

ADDITIONAL SERVICES

- 3½ Buttons/Mirrors/Magnets
- Admission Tickets
- Bag Tags & Key Tags
- Banner Prints
- Big Prints
- Calendars
- Die Cut Wallets
- Digital Retouching
- Fun Packs
- Fun Posters
- Gold or Silver Foil Stamping
- Greeting Cards
- Groups
- Groupmates
- ID Cards
- Individual Photo Magnets
- Laminating
- License Plate
- Locker Prints
- Magazine Covers
- Memorymates
- Mouse Pads
- Mugs
- Pennants
- Photo Balls
- Photo Magnet Cutout
- Print Mounting
- Proof Booklets
- Puzzles
- Statuettes
- Sticker Prints
- T-Shirts
- Templates
- Texturing
- Trader Cards
- Laser Photo Image Etching
- Other: _____

PAYMENT INFORMATION

Check COD Visa Mastercard Amex
MO/ CK. # _____
(Do Not Put Card # - Please call Accounting)

Prepaid Amount: _____

Amount Received: _____
(By Lab)

Received By: _____

INSTRUCTIONS for completing a DIGITAL PRINT ORDER

For your personal records keep a copy of this and completed order forms. When you call to inquire about the production status of this job you will need your 4 digit customer #.

1. Fill out the customer information completely. Be sure to put your telephone number and email address where you can be reached for questions.
2. Fill out the Shipping Instructions that apply to your order.
3. Please completely fill out the number of CDs, Images, Rolls, Film size and photographers name.
4. Packages - Please write in detailed information about your package contents for your order. How many? What sizes? Etc...
5. Groups, Big Prints and Quantity Prints - Include a text file or stat sheet and run sheets for proper identification. Limit text to 27 characters per line. Please indicate the Print Size and Border options.
6. Please refer to the CD/DVD Order Form for a Yearbook or School Administrative CD for additional instructions.
7. ID Cards - Please fill this section out completely. If a logo is needed for the ID Card, please send a clear image via Email, CD or Floppy Disk. Please attach a layout design of the ID Card.
8. Additional Services - Check all additional services you would like for your order.
9. Special Instructions - Write or type any special instructions in this section. If there is not enough room, please attach a sheet with the order form.