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# 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		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
# 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:

- School Name
- School Year
- Student Address
- Student ID
- S.S. Number
- Other \_\_\_\_\_
- Home Phone
- Emergency Phone
- Teacher Name
- Grade
- Homeroom

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:

- Group Overlay
- Personalized Names
- Brushed Metal
- Water
- Other \_\_\_\_\_
- With Logo
- Polished Copper
- Marble
- Wood Grain

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.