

# PIXEL BY PIXEL

## DIGITAL RESTORATION AND RETOUCH REQUEST

*\*Please complete a separate request form for each photograph/document to be retouched/restored*

WORK ORDER #: \_\_\_\_\_ Date/Time In: \_\_\_\_\_ Out: \_\_\_\_\_

**CLIENT INFORMATION:**

Contact Person: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

ORIGINAL IMAGE	Neg No. / File name	Description	Size of original
Negative			
Slide			
Print			
Removable Media			

**COPYRIGHT INFORMATION:**

I/we the customer ensure that I/we hold the legal copyright for all that appears on the enclosed or delivered medium including, but not limited to – all types of film, prints, removable media, modem transmissions and internet downloads. I/we, the customer, have full rights to request reproductions, restoration and retouching for the supplied content.

Signature: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_

**PRINTS PRICES:**

Prints are available in the following sizes. Please indicate the quantity and finish required in the space below.

Print Size	\$ each	Quantity required	Finish Gloss or satin	Sub Total
4"x 6" (10x15cm)	2.00			
5"x 7" (13x18cm)	4.00			
6"x8" (15x20cm)	5.00			
8"x10" (20x25cm)	9.00			
8"x12" (20x30cm)	10.00			
10"x15" (25x38cm)	12.00			
11"x14" (28x35cm)	15.00			
11"x16" (28x40cm)	17.00			
12"x16" (30x40cm)	20.00			
16"x20" (40x51cm)	25.00			
<b>TOTAL (prints)</b>				

Quote (restoration): \_\_\_\_\_

Valid Until: \_\_\_\_\_ Signed: \_\_\_\_\_

**SPECIFIC RETOUCHING INSTRUCTIONS**

*Do you have specific retouching instructions? If so, **provide details overleaf**: eg. Colours of hair, clothing etc. for images to be coloured, instructions for composite/montage, removal/addition of elements of photograph, etc.*