

Name \_\_\_\_\_

All scans and captures are delivered in Adobe RGB color space.

Address \_\_\_\_\_

Scans are transferred via WeTransfer. After one year all files will be deleted off of Candela's server. USB can be requested at additional cost.

City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_

Artwork Size	1 Artwork	2-5 Pieces	6-10 Pieces	10+ Pieces
Up to 12 x 18"	\$50	\$40	\$35	\$31
Up to 24 x 36"	\$75	\$60	\$52.50	\$46.50
Up to 40 x 60"	\$115	\$95	\$80	\$72
Oversize	As Quoted			

Email \_\_\_\_\_

Order Date \_\_\_\_\_

Due Date \_\_\_\_\_

Add Prints

Artwork Title or Description	Original Size (L" x W")	Capture Cost	Paper type	Dimensions	Borders	Copies

REMOVE SIGNATURE? NO  YES

(removes the artist's signature from the scanned file so the editioned prints can be hand-signed by the artist)

SOCIAL MEDIA PERMISSION NO  YES

(allows Candela to share on social media in/after production)

If YES, Credit details: Artist Handle \_\_\_\_\_

Artist Name \_\_\_\_\_

DELIVERY I will pick up my original pieces

Please ship originals back to me

NOTES \_\_\_\_\_

- Overnight
- Express Saver 3-day
- 2-day
- Ground

UPS Account # \_\_\_\_\_

FedEx Account # \_\_\_\_\_

Limitation of Liability - While Candela Fine Art Printing makes every effort to ensure that photographic images and other materials received is handled with care, materials submitted to Candela Fine Art Printing could become damaged during handling and processing. By submitting images, original artwork, or materials to Candela Fine Art Printing, Client assumes the risk and agrees that the liability of Candela Fine Art Printing for any damage to submitted materials is limited solely to replacement of such materials with, or the replacement value of, a similar amount of raw materials of like kind, or One Hundred dollars, whichever is less. Client waives any and all other potential claims and damages against same.

This agreement governs the submission of photographic images, original artwork, and other materials by (“Client”) to Candela Fine Art Printing. “Candela Fine Art Printing” as used in this agreement refers to Candela Fine Art Printing as well as its related corporate entities, affiliates, officers, employees and representatives, including, but not limited to Candela Fine Art Printing, Inc.

**Grant of License:** By submitting photographic images and other materials to Candela Fine Art Printing, Client grants Candela Fine Art Printing a license to reproduce and perform all other activities necessary to properly process and complete their obligations related to the materials, and waives any claims against and covenants not to sue Candela Fine Art Printing for infringement or violation of Client’s copyright, trademark, trade dress, privacy or intellectual or other property interests or right in such materials.

**Clearance of Interests:** By submitting photographic images, original artwork, or materials to Candela Fine Art Printing, Client represents and warrants that such materials do not infringe upon or violate any copyright, trademark, trade dress, privacy or intellectual or other property interests or right of any third party and that Client has secured all necessary licenses, releases, consents and permissions for all materials prior to submission. In the event of a claim by a third party against Candela Fine Art Printing arising out of any intellectual or other property interests or right in the submitted materials, the parties agree that Client will hold harmless and indemnify Candela Fine Art Printing against all such claims.

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### **Imaging and Proofing:**

We are not responsible for final prints made without test prints (also called proof prints). Proofing is an integral part of the printing process. We encourage ordering test prints before producing more expensive final prints. If you’re certain that your images will print correctly on our system, you are not required to make test prints. However, you are required to accept our terms and conditions.

**Direct to Print orders:** We suggest ordering small prints through the Upload and Order page on our website to serve as test prints.

**Custom printing orders:** Our digital imaging services are billed at \$125/hr in 1/4 hour increments for image editing, color correction, and match proofing. Projects with Brad Boca are billed at \$175/hr in 1/4 hour increments. There is 30 minute minimum. Digital imaging services are in addition to the cost of prints. We can provide an estimate but you will be charged for actual time and proofs.

**Reprint Orders, Print on Demand and Editions:** We are not responsible for producing matching prints other than when the entire edition is printed immediately after the approved proof. There are too many factors outside of our control to allow otherwise. While we employ best practices, we cannot overcome changes in technology and variations in paper or ink batches. We recommend that you have the entire edition printed at one time to ensure that the work does not need to be reproofed again due to changes in paper, inks, as well as the actual printer being used. Any re-proofing costs for future reprints are the responsibility of the client at our current rates for imaging time and printing.

### **Drum scan orders:**

Our scan-only service include scanning the negative or transparency. Negatives are converted to positives in a low-contrast/low saturation state. These base scans are cleaned of any dust that got into the scan during the scanning process. The base scans are not a mastered print-ready file, since most of the time the artist's input (and our editing time) is required to edit the image for density, contrast, saturation, etc. A proof package may be added on for an additional fee, however orders requiring complex adjustments and extensive proofing (for example, scanning color negatives and matching to optical prints) may incur additional charges.

**Film strips** take more time and materials to drum scan, therefore we ask that you cut out the individual frames that you would like us to scan. If you do not cut your film, we charge \$10 per strip of 2 or more images we mount on our scanner.

### **File Delivery for Drum Scans, Artwork Captures, Master files:**

We deliver files electronically using WeTransfer. The download links expire 1 month after the file was sent. After the download link expires, there is a \$15 service charge to re-send the files. Files are saved on our servers for 1 year from date of job completion, and may be deleted after 1 year as space is needed. We strongly recommend clients save their files on their computer and also make a backup copy for their records.

### **File Retrieval and Research:**

Requests for files archived before 2015 or reprints from jobs archived before 2015 may incur a research and retrieval fee.

### **Items left after 90 days:**

Items left 90 days after orders are completed will be discarded.

### **Billing and Terms:**

When you contract us to print or scan for you, we prepare an estimate (quote) that includes all of the work that has been discussed and requested. The final invoice may include charges that were not anticipated at the time the work entered our studio, or changes requested by the client. The client will be notified when additional charges begin to incur.

For orders over \$500, a deposit of half the amount is required for us to begin the work and must be paid prior to any production. Upon completion of the project, the invoice balance must be paid in full prior to shipping the work, the client picking up the work, or delivering electronic files. The final invoice may include shipping, although we prefer to ship on our client's accounts. Unless you have a valid resale certificate, all state and local tax is applied. All invoices are sent online. We accept Visa, Mastercard, Amex, Paypal and checks drawn on a US Bank.

**Client Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Description of Work:** \_\_\_\_\_