

# HEADSHOT SETUP FORM

Ship: Service:
-------------------

Date: \_\_\_\_\_ # of shots: \_\_\_\_\_

NAME: | | | | | | | | | | | | | | | | | | | | | |

*please print your name in ALL CAPS exactly as you want your name to appear on your order, including punctuation, if any*

Agency/Agent's Name: \_\_\_\_\_

Photographer: \_\_\_\_\_

your phone: \_\_\_\_\_

c/o or add'l name: \_\_\_\_\_

email: \_\_\_\_\_

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

City, State, ZIP \_\_\_\_\_

	Due Date	Init.
Setup		
Additional		
Retouch		
Additional		
Additional		
Prints		

File Name(s): \_\_\_\_\_  image on file

Service	Name Placement	Type Style	Borders
<input type="checkbox"/> 8x10 Headshots <input type="checkbox"/> 4x6 Postcards <input type="checkbox"/> 5x7 Postcards <input type="checkbox"/> Business Cards <input type="checkbox"/> Other	<input type="checkbox"/> Under Pic <input type="checkbox"/> Overprint/Reverse <input type="checkbox"/> Other (See Notes)  <input type="checkbox"/> Bottom Left <input type="checkbox"/> Bottom Right <input type="checkbox"/> Bottom Center	_____ <i>Font Name</i> _____ <i>Font Size</i>  <input type="checkbox"/> all lower case <input type="checkbox"/> Upper/Lower Case <input type="checkbox"/> <b>SMALL CAPS</b> <input type="checkbox"/> ALL CAPS <input type="checkbox"/> <b>Bold</b> <input type="checkbox"/> <i>Italics</i>	<input type="checkbox"/> Thin Black Line, White Background <input type="checkbox"/> Sloppy Border <input type="checkbox"/> Full White Border <input type="checkbox"/> Bleed <input type="checkbox"/> Full Black Background, <input type="checkbox"/> Thin White Line, Black Background <input type="checkbox"/> Polaroid Border White Background <input type="checkbox"/> Polaroid Border Black Background
<input type="checkbox"/> 50 <input type="checkbox"/> 100 <input type="checkbox"/> 150 <input type="checkbox"/> 200 <input type="checkbox"/> 250 <input type="checkbox"/> 300 <input type="checkbox"/> other			

## SETUP INFORMATION

CD RETURN TO CLIENT   
 RESUMES