



File Management 2016

Over the past 19 years we have been making great print files for our customers and storing them impeccably on our servers. All the services and quality you have come to appreciate and expect from us are the foundation of who we are and what we do. We will continue our tradition of bringing your image files to perfection and caring for them over years and years. Double back-up and archive are still part of our complimentary service, making your files always available for retrieval, reorder and other uses. There are retrieval and transfer costs when you request files for copy and transfer.

- We store all files on our servers free of charge, so that you will be able to continue to reorder and experience the same quality of service and printing.*

- Your images will be added to your online library where you can order prints from us on line!

- Art Capture/Scan prices include:

1. Our typical expert color correction and a 4x6 proof** on your preferred media. We usually retain these proofs for our records.

2. Either one of the following:

- Either the full resolution raw scan without color correction or retouching. Request must be made at the time of scanning.

OR

- A file made directly from the color corrected, retouched version no larger than 1500 x 2000 pixel. It will be suitable for web use, post cards, brochures and other promotional use and is only given out at the time of your scan order.

3. Free file storage (double backed up) on our servers, so that you will be able to continue to order prints on any size & substrate and buy larger copies of your files as needed.*

4. A private online account on our website containing all your files we manage for you. There you can order prints, explore costs on different substrates and sizes and view your images using the wall preview tool.

- Any color correction and retouching beyond our standard scan correction is charged by the 1/4 hour at \$25. A complimentary 8x10 proof is included with the first and second 1/4 hour of digital services.

- If you should want a larger version of the corrected file, or a file retrieved from the server later on, it will be disseminated in sRGB as an uncompressed tiff file and charged by the megabyte.

Corrected File Prices

Megabytes as tiff	example of prices
Up to 5 MB: \$10 per image	1.9MB = \$10.
5MB - 9.9MB: \$15 Per Image	9MB = \$15
10MB - 15.5MB: \$3 per MB	12MB = \$36.
16MB - 30MB: \$4 per MB	16MB = \$64.
31MB - 40MB: \$4.20 per MB	31 MB = \$130.
41MB - 54MB: \$4.30 per MB	41MB = \$176.
Over 54MB: \$235 + \$1/MB over 54MB	55MB = \$236

* we make no guarantee of archived files from loss due to technical failure.

** In some cases proof not included.