

Headshot Order Form


Name (as it appears on card): _____

Billing Address: _____

City, State, Zip: _____

Phone: (____) _____ - _____ Email: _____

If you provide an Email address, we can Email you to confirm receipt of your order along with an estimated delivery date.

Card Type	Qty/Price* (circle one)		
8x10 B&W Litho Headshot From your 8x10 B&W glossy original print	\$99 / 250	\$125 / 500	\$199 / 1,000
Additional Images (Composite)	\$10 / each		
Custom Layout	\$25		
_____ 35mm slides or negatives to be scanned <i>(This typically adds 2 days to your production time)</i>	_____ (\$5.00 each)		
_____ Prints/tearsheets to be scanned <i>Please submit clear (preferably glossy) 8x10 prints</i>	_____ (\$2.50 each)		
Shipping	Included		
<p>TOTAL ORDER Check <i>(Personal checks must clear prior to shipment)</i> or Money Order Enclosed <i>(circle one)</i></p> <p>Payments by  Payments may also be submitted via PayPal® by sending a payment to info@zedcardprinters.com. A direct link is available on the Forms and Payment page of our website at http://www.zedcardprinters.com/forms.php. Charges will appear on your receipt as "William Morton Visual Communications."</p> <p>By signing below, I am authorizing ZedCardPrinters.com to print the accompanying order and accept my payment in the amount listed above at right. I understand that there are no refunds or charge-backs allowed once an order has been printed, as this is a custom-made Special Order, unless the finished product does not match the instructions provide herein.</p> <p>Authorized Signature: _____ Date: _____</p>	<p>\$ _____</p> <p><i>(Shipping charges via UPS Ground are included; Sales Taxes are included in the totals if applicable)</i></p>		

**Prices and card stocks subject to change based on availability. Please refer to our website for the most current information.*

Please print neatly:

Ship To: _____

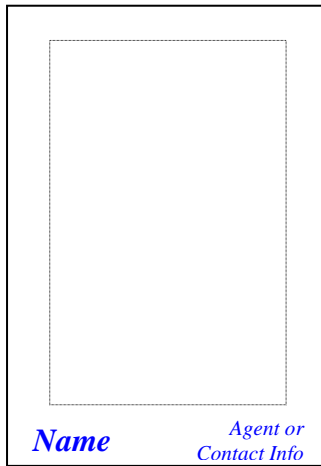
Shipping Address: _____

Is this a Residential Address or a Business Address?

City: _____ State: _____ Zip: _____

Headshot Layout Worksheet

Attach a separate sheet if needed for a Custom Layout. If you have a preferred placement for name or stats, please indicate it below; otherwise we will use our best judgment. (“Name,” “Agent” and “Stats” are marked as examples – please indicate at bottom if you have a preferred placement.)



Preferred Font (circle one):

Times New Roman
Times New Roman
Times New Roman
 TIMES NEW ROMAN
 Arial
Arial
Arial
 ARIAL
Monotype Corsiva
Monotype Corsiva
Monotype Corsiva
 MONOTYPE CORSIVA

Please print neatly:

Name (as it will appear on the card): _____ Left Center Right

Agency Name or Contact Info (optional): _____ Left Center Right

Stats you would like included (optional): _____ Left Center Right

Women:					
Hair:	Eyes:	Height:	Dress:	Other:	Other:
Bust:	Waist:	Hips:	Shoes:	Other:	Other:
Men:					
Height:	Hair:	Eyes:	Suit:	Other:	Other:
Shirt:	Collar:	Inseam:	Shoes:	Other:	Other:

Digital File Submission Requirements

ZedCardPrinters.com can accept digital files for zed cards or headshots from CD-ROMs as well as via Email. For graphics/images we recommend TIF format if submitted on disk, but can accept EPS, PSD or JPG. JPGs must be saved with High Quality (or Low Compression) to be clear enough for reproduction. Files submitted via Email will need to be in JPG format, as other file formats will be too large to get through most mail servers. As an alternate you may use a web-based service such as YouSendIt.com. *We cannot be responsible for the quality of compressed JPGs.*

For best results, **image files should be at least 300dpi**, and **at least 5" x 7"** for front of zed cards; 8" x 10" for 8x10 headshots. *Images saved from web pages are NOT at sufficient resolution for reproduction!* **Color will be reproduced "AS IS"** on the digital file, and ZedCardPrinters.com cannot be responsible for color accuracy without a sample/proof enclosed to match. We work in the Adobe RGB color space and print to Pantone-calibrated printers. We will mail you a proof of your zed for approval – expect proofs to add *up to* an additional 5 days (for mail time and approval time, depending on your location).

Actual page layouts (with or without images embedded) may be submitted as well. We can accept files created using any of the following application versions (or earlier): Adobe Illustrator CS files, Adobe PageMaker 6.5, Adobe InDesign CS, Microsoft Publisher or QuarkXPress. *NOTE: Publisher and Quark files are converted to PageMaker or InDesign and occasionally we are not able to convert files.* Although we can print PDF files, we do not recommend it unless you ensure that the file is saved at the maximum possible (print) quality and your color profile is set.

If you have any other questions, please ask and have them answered before your project begins!

Normal turnaround time on zed cards is 3-5 business days in-house, but our current turnaround time is always listed on our website. Normal turnaround on 8x10 B&W litho headshots is 2-3 weeks (depending on what day of the week your order is received). We begin the litho process each Monday and ship on Fridays. Rush service is available on zed cards for an additional charge – please call for a quote.

File Format	Delivery/Media
.TIF	Via Email: files@ZedCardPrinters.com CD-R (<i>recommended</i>)
.EPS	
.PSD	
.JPG	
.INDD	
.AI	
.P65	
.QXD	