



IN-LAB TIME: 2 WORKING DAYS

Digital technology provides a superior product at an attractive price because it enables the artist to perform extensive retouching and corrections for consistent art quality – on all print sizes. Digital retouching eliminates the need to do additional blending or retouching on finished prints.

To achieve acceptable results with digital retouching, it is critical that your exposures are accurate. Our prices and delivery schedules are based on using Fuji or Kodak professional films.

Refer to **B-8** to clarify your retouching needs.

DIGITAL RETOUCHING PRICES

Scan	\$ 1.00
Basic retouching	5.00
Basic YB retouching <i>(does not include cost of print)</i>	4.75
Multiple heads:	
2-4 heads total	10.00
5+ heads total	15.00
Hands, arms, legs	8.00
Fix strap, tan lines	8.00
Fill in area	8.00
Remove glass glare *	8.00
<i>This applies when 50% or less of eye is covered. If more than 50% is covered, then request a quote.</i>	
Remove red eye	4.00
Stray hair removed	8.00
Braces removed	17.00
Brighten eyes	8.00
Add or subtract eye highlights	4.00
Remove eyeglass shadow	8.00
Whiten teeth	8.00
Tone down facial shine	8.00
Remove small objects from image	8.00
Combine 2 images	8.00
Combine each additional image	8.00
Recropping	1.00
<i>(If your requested crop can't be achieved on the crop cards available, we will recrop the image.)</i>	
Fee to estimate <i>(non-refundable)</i>	8.00

* If over 50% of the eye is covered:

- a) submit the order for a quote or b) submit a second file or negative to allow us to transpose the eyes (\$16.00 fee)

HOW TO ORDER

NON-AUTOMATED DIGITAL PRINT:

- Submit your digital order using the guidelines on B-1.
- On the Digital Print Order Form, check the "D" box if you desire basic digital retouching.
- If you require services beyond basic digital retouching, check the "D+" box. You must complete a Digital Retouching Order Form for each image that requires D+ service.

BOSS / LabPrints:

- Retouching services are found in the options selection.

STUDIOMASTER PRO:

- Retouching services can be added in Print Properties.

Digital Retouching Order

Do not use this form if you require only basic digital retouching. Simply write the letter "D" in the area for negative retouching on the Package Pricing negative worksheet.
One digital retouching order form must be included for each digital file to be retouched.

Studio Name _____
 Order# _____ Neg# _____
 File Name _____
 Largest print size from this negative or file _____

To Order:

- Complete this form and enclose in the negative package if you are requesting services in addition to basic digital retouching.
- Write "D+" in the area for negative retouching on the Package Pricing negative worksheet.
- Do indicate that you are requesting services in addition to basic digital retouching.
- Enclose a photo print or proof.
- Film Scan (non-negative with no retouch) \$ 2.00
- Print Scan (non-print with no retouch) \$15.00
- Basic Retouching of a digital file \$ 5.00
- Scan + basic retouching (non-head) \$ 7.00

Check the boxes below only if you are requesting a level of retouching that is different from the standard in our price listing.

- Intra-ocular removed only
- Eye bags - rather slightly
- Eye bags - rather heavily
- Wrinkles - rather slightly
- Wrinkles - rather heavily
- Skin blending

Additional heads # _____ x \$ 8.75 = _____

Additional Services

- Hands, arms, legs \$ 7.00
- Fix strap, tan lines \$ 7.00
- Fill in area \$ 7.00
- Remove glass glare * \$ 7.00
- Remove red eye \$ 3.00
- Stray hair removed \$ 7.00
- Skin removed \$15.00
- Brighten eyes \$ 7.00
- Eye highlights +/- \$ 3.00
- Remove eyeglass shadow \$ 7.00
- Whiten teeth \$ 7.00
- Tone down facial shine \$ 7.00
- Remove small objects \$ 7.00
- Combine 2 images \$ 7.00
- Combine each additional image \$ 7.00
- Recropping +/- \$ 7.00

* This applies when 50% or less of eye is covered. If more than 50% is covered, request a quote, and send a second negative with the eyes open.
** Providing a second scan to allow for correct cropping on various format prints.

Special Instructions: (additional charges apply) _____

Call our studio only if the fee for services exceeds \$ _____.
 \$7.00 non-refundable quote fee will be applied.

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digital retouching QUICK TIPS:

GUIDE PROOFS

Submit your requests for digital retouching with a sample image. Be very specific with your instructions.

LEFT/RIGHT DIRECTIONS

When providing instructions for our digital artists and you are using the terms "left and right," indicate whether you are referring to the left/right side of the print or the subject.

OPENING EYES

When requesting to open the eyes of a subject on an image, submit all the negatives or digital files needed to transpose the image. Submit both the image with the eyes closed and with the eyes open.