

sidneytienne

digital restoration & retouch request

client information:

contact person _____

company _____

address _____

tel _____ cell _____

email _____

delivery information:

call when complete

deliver to above address

deliver to other address

contact person _____

company _____

address _____

hold for pick-up

turnaround information:

in _____/_____/_____: _____

out _____/_____/_____: _____

normal (7 days)

rush (2-3 days)

emergency (24 hrs)

copyright information

i/we, the customer, insure that i/we hold the legal copyright for all that appears on the enclosed or delivered medium including, but not limited to – all types of film, prints, removable media, modern transmissions, and internet downloads. i/we, the customer, have full rights to request reproduction, restoration, and retouching for the supplied content.

signature _____ date _____

file type:

print

description _____

CD/removable media/email

image #s _____

negative

image #s _____

special considerations

retouching instructions

request
initials

overall

approval
initials

_____ exposure correction _____

global specific

_____ contrast correction _____

global specific

_____ color correction _____

global specific

retouching instructions (continued)

request initials	overall	approval initials
_____	general clean-up _____	_____
_____	<input type="checkbox"/> dust & mold	_____
_____	<input type="checkbox"/> scratches	_____
_____	<input type="checkbox"/> rips & tears	_____
specific (face)		
_____	skin/blemishes	_____
_____	forehead	_____
_____	nose	_____
_____	cheeks	_____
_____	chin	_____
_____	neck	_____
_____	eyes	_____
_____	eyewhites	_____
_____	iris/color	_____
_____	eyebrows	_____
_____	eyelashes	_____
_____	make-up	_____
_____	catchlights	_____
_____	hair	_____
_____	hairline	_____
_____	clean-up	_____
_____	color	_____
_____	shaping	_____
specific (body)		
_____	shoulders	_____
_____	arms	_____
_____	chest/breasts	_____
_____	stomach	_____
_____	thighs	_____
_____	legs	_____
_____	feet	_____
specific (clothing)		
_____	color	_____
_____	folds/wrinkles	_____
_____	detailing	_____

retouching instructions (continued)

request initials		specific (environment)	approval initials
_____	color/tone	_____	_____
_____	focus	_____	_____
_____	clutter	_____	_____
_____	clean-up	_____	_____