

Vamp Stamp News
Graphic Design Services

Questions for Scanning Stamp Art or Editing/Converting Art Files for You

Please fill out this questionnaire so that I can give you an accurate quote for the work.

(Use tab key to go from line to line on the form.)

Your Name: _____

Company Name: _____

Street: _____

City: _____

State: _____

Zipcode: _____

Country: _____

Website: _____

Email: _____

Today's Date: _____

If you want VSN to scan art, how many pieces? (Are they flat 2-dimensional cards or 3-dimensional projects like boxes or books? Are any of the pieces larger than 8" x 10"?) _____

Are there any changes you want made to the art? (Ex: Anything that needs to be deleted or cleaned up.)

Do you have existing art files that need work? What specifically do you need changed on the file? (See Graphic Design book for more details/limitations.) _____

Do you need to convert a file to another file format or color mode? (Ex: converting tif file to jpg or converting rgb file to cmyk file. See Graphic design book for more details/limitations.) _____

Do you need the final file format for print or online display or both? What file resolution will you need? (typically 300 dpi for print, 72 or 100 dpi for screen display) _____

If the art files are for print, what dimensions (height/width) should the final version be? _____

What file formats do you need? (Typically cymk tif files for commercial printing, rgb tif files for printing on most personal computer printers and rgb jpg for monitor display.) _____

Do you have a deadline/what is the timeframe? _____

Who is responsible for ad project approvals? What is their email address? (Most contacts will be via email, not phone or mail.) _____

Once I receive your completed questionnaire, I will email you a quote with a price, based on your specific project. If you agree, then you will need to email or ftp any original file(s) to VSN's ftp site and/or mail me any original artwork for scanning. (I will provide the link and/or mailing address if you need it.) You will also need to complete, sign and fax the Acceptance of Proposal & Payment and Terms & Conditions forms. (These will be emailed to you as part of the quote.) Once these items are received, I will charge your credit card for 50% of the agreed price (non-refundable) and then will do the work.

Once complete, I will upload the final file(s) to VSN's ftp site and you will receive an email alerting you that the files are ready for you to download. I will charge your credit card for the balance due and will then mail any original artwork back to you.