

Vamp Stamp News
Graphic Design Services
Questions for Creating an Art Gallery 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: _____

Do you need VSN to scan the art for you? 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"? VSN can do some limited photography of larger or more dimensional pieces.) _____

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

If you are providing existing art files, what is their format and resolution? Starting with high resolution 300 dpi tif files in rgb color mode to create the final 72 dpi large files and thumbnails creates the best results. _____

What text do you want included in the caption? (Ex: Stamp artist's name, stamp credits, card directions or description, your website, copyright statement, etc.) _____

What do you want the text in the banner at the top to read? _____

Do you want any metadata embedded in the files and/or do you want a copyright watermark on each piece? _____

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. The files will include html files and additional graphic files with the coding for the gallery. Your website person will need to insert this code into your existing web page and upload the updated page and graphic files to your site so that the gallery will work. I will charge your credit card for the balance due and will then mail any original artwork back to you.