



HANSON DIGITAL, INC

SCANNING ORDERFORM

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hanson digital use only

job in

job due

Time

Time

CLIENT INFORMATION

Date _____

Company _____

Contact _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Website / Email _____

JOB INFORMATION

Submitted Via:

Email Website Drop Off Delivery

Job Name/PO N° _____

TURNAROUND

Standard: 24hr _____

Rush: 8hr+50% 4hr+100% 2hr+200%

SHIPPING

Delivery* Call When Ready

*please specify details in job notes section

SCAN TYPE

Press CMYK/Grayscale FPO/Web ≤1.5mb

Portfolio RGB/Grayscale

ORIGINALS

Total Scans _____

Original Type:

Negative Transparency Reflective

35mm 6x6 4x5

Other _____

MEDIA TYPE

Client Zip Burn CD Burn DVD*

Copies*

Quantity _____

PROOFING*

None Creo Digital Proof

Epson Loose Color Matchprint®

SCANNING

All scans include basic sharpening, cleaning and color adjustments. Photo restorations, blemished or damaged originals that need extra work will incur additional charges. Please ask for an estimate. For jobs going to an offset printing press we recommend the Press CMYK/Grayscale scan with either a Matchprint® or a Kodak Approval Proof to verify color accuracy.

CMYK COLOR

Please understand that while Hanson Digital, Inc. has extensive working knowledge on how to manipulate color to match your original as closely as possible in CMYK, some colors cannot be reproduced in this color space. Also please realize that sometimes several rounds of color proofing are required to meet certain client objectives. All extra image editing/color corrections will be billed in addition to the price for scanning and could increase the turnaround time of your job.

JOB NOTES: _____

THE FINE PRINT: Hanson Digital, Inc. firmly believes in protecting the copyright of artists. Client agrees by submitting this order form that she or he has the appropriate rights and documentation to prove the rights to reproduce the submitted materials for scanning. Hanson Digital, Inc. in no way will be held liable for copyright infringement and will do everything in our power to discourage this. Also, if your originals are one of a kind or irreplaceable, please consider having a transparency made for scanning purposes. While Hanson Digital, Inc. takes the utmost care with our clients originals, we cannot be responsible for damage to originals or one of a kind pieces of art. Items marked with an "*" will incur additional charges and/or may increase turnaround time. Please inquire when orderform is submitted.