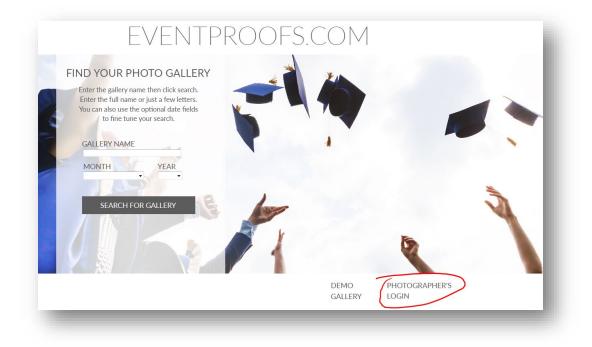
1. Go to www.eventproofs.com

a. Click on Photographers Login



- 2. Once logged into EventProofs
 - a. Click on Galleries at the top menu navigation



3. Click on Add Album Design on the left hand sub-menu

ographer Admin - 122	677 log out	Search	go Account	Galleries P	ricing Reports	€ ⊦
alleries	Request an Album Design					
Gallery	Design Studio's Album Design Policy	Sur	nmary			
pories	 Albums designed by ACI will be posted to your EventProofs account for review in approximately 3-5 business days. Turnaround times can be affected durin of the year. Please submit requests in a timely fashion to ensure the design is completed. 	g peak seasons				
trations n Designs	 We cannot change the aspect ratio of an album after completion (Example: 10x10 to an 8x10). This would require a cancellation of the existing design and made for its replacement. (Additional \$50.00 design fee applies.) 	a new request				
Nbum Design	 Please make a new design request for Parent Albums that will be a design with a new favorites list or image set (additional 550.00 design fee applies). If you would like an existing main album to be re-designed as a parent/companion or sample album requiring page or cover revisions, please make a new of and contact customer service to have the onignal design posted online (Additional 500 design fee applies). 	esign request				
311	 If this is an event, the images need to be in chronological order of the days event. The design will be laid out in the order your images are submitted. The in have leading zeros for example, 00001 jpg, 00002 jpg, etc. In the event where you images do not have leading zeros the design request will be sent back to and resubmitted. Free digital download the high resolution spreads available after the album is approved for production. 					
	Revisions. • We will make 3 rounds of revisions free of charges (a round of revisions is when we make multiple changes to multiple pages and re-post a new version of 1 review). Additional revisions after 3 rounds will be charged 315 per round.	he design for				
	 Please review all of the comments from your client prior to sending the revision request to the lab. (Additional advork or files may be required). Your album design is based off the selected style allowing for 3 fee rounds of revisions to further customize within those style guidelines. Please state in instructions any specifics for design within your album. Our designers are highly trained and design within the design style chosen. No refunds are given on customer done dates the highly channel and design within the design style chosen. No refunds are given on customer done dates that highly channel and design and the select style chosen. No refunds are given on customer done dates that highly channel and design at the select style chosen. 					

4. Agreement to the Design Policy is essential to proceed through the Album Design Request.

Design Studio's Album Design Policy
 Albums designed by ACI will be posted to your EventProofs account for review in approximately 35 business days. Turnaround times can be affected during peak seasons of the year. Please submit requests in a timely fashion to ensure the design is completed.
 We cannot change the aspect ratio of an album after completion (Example: 10x10 to an 8x10). This would require a cancellation of the existing design and a new request made for its replacement. (Additional \$50.00 design fee applies.)
Please make a new design request for Parent Albums that will be a design with a new favorites list or image set (additional \$50.00 design fee applies).
 If you would like an existing main album to be re-designed as a parent/companion or sample album requiring page or cover revisions, please make a new design request and contact customer service to have the original design posted online. (Additional \$50.00 design fee applies.)
 If this is an event, the images need to be in chronological order of the days event. The design will be laid out in the order your images are submitted. The images need to have leading zeros for example, 00001 jpg, 00002 jpg, etc. In the event where you images do not have leading zeros the design request will be sent back to be renumbered and resubmitted. Free digital download of the high resolution spreads available after the album is approved for production.
Revisions. • We will make 3 rounds of revisions free of charges (a round of revisions is when we make multiple changes to multiple pages and re-post a new version of the design for review). Additional revisions after 3 rounds will be charged \$15 per round.
Please review all of the comments from your client prior to sending the revision request to the lab. (Additional artwork or files may be required).
 Your allown design is based of the selected style allowing for 3 fee rounds of revisions to further customize within those style guidelines. Please state in special instructions any specifies for design within your allown. Our designers are highly trained and design within the design style chosen. No refunds are given on designs if you or your customer do not approve the design for infin.
 In the event that the album is not approved within two years of the album being deisgned, the album design will be marked as abandoned. To make the design live again, it will be an additional \$50 design fee. We cannot guarantee designed files for longer than two years.
Check to Agree with Album Design Policy.
I Agree 💿
X Cancel ≪ Start Over

5. You can upload files (done at the very end of the request) or pull images from a favorites list from a gallery in EventProofs. Select the proper one you would wish to do.

Select what files we	vill use for this album design.
You can choose to upload the files following page.	ow or choose from an existing gallery. If you choose existing gallery you can specify a customer's favorites list on the
Files Source	
	Cancel KStart Over Back Next

6. Enter a name for the album design request. Please be specific as this helps us locate your design. Being specific would help with your organization process as well.

Please be specific,		Ibum design. vill reference your order.	- 1
	Name	Smith Wedding Album	- 1
		Cancel K Start Over Back Next >	- 1
			- 1

7. Select Yes or No on if you want color correction. This is included into the \$50 design fee.

elect if you would like all i Currently included with albo				- 1
C	olor Correct Images	● Yes ◎ No		_
	X Cancel	◀ Start Over ◀	Back Next ►	_

- 8. Select the dimension of album you are looking for.
 - a. Please note, we design at the highest aspect ratio of the dimension you select.
 - i. If square is selected, the request will say 12x12.
 - ii. You finalize the size of album you plan on ordering during the Approval process.

	ize of the design. ich aspect ratio are listed next to the	option.	
		(8) Square 12x12, 10x10, 8x8, 5x5	
		Vertical 12x16, 9x12, 6x8	
		 Horizontal 16x12, 12x9, 8x6 	
- 8		© 8x10 16x20, 8x10	
	_	 8x20 Wide Format 8x20, 4x10 	

- 9. Select the cover you plan on ordering for the album
 - a. You can change the cover style within the revisions should you want to change your mind.

Select an option for the size of the d The sizes available for each aspect		
Any leather selections will be done of For pricing please check out our catalog.	uring the Approval Process of the album design.	
	Full Image Wrap Photo or Carwas Wraparound (Econo, Memory Book)	
	Full Material Wrap Easther Cover (Memory Book)	
	⊖ Split	
	Trio	

- 10. Answer any proceeding questions about the cover selection.
 - a. Depending on the cover you selected there might be a question asking if you want Cover Text, please fill that portion out or leave it blank if you do not want any cover text designed.
- 11. Select your design style.

t which style of	album design you would like for this album. Choose either a custom design or a templated design.	
you have chose	is are created to match your images. This design is made from scratch by our highly trained designers. The design will match the n. You have the ability to customize the design to your clients. a add specific things in your design, please add any request within the Special instructions area at the end of this request	
Traditional ©	Classically designed album with the look of matted pages with black or white backgrounds. Very simple and elegant design with no strokes or drop shadows. Text on cover, no text phrases or graphic embellishments used on the spreads. Click Here to view an example.	
Modern ©	A blend of the traditional skyle with the addition of some colored accents and overlay effects customized to compliment your images. Also designed with colored strokes and textured backgrounds to feature your images. Text on cover, no text phrases or graphic embellishments used on the spreads. Click Here to view an example.	
Platinum ®	A blend of all three styles to create a storybook style. Full image spreads allow for each page to be dramatically designed to feature your event. Added unique graphic embellishments and gradients are used to add some extra flare to your spreads. Background manager, can be incorporated in the designed spreads (upplied by the photographer). Titted images and collage pages are another great feature in the Platinum style. Citck Here to ware an example.	

12. Let us know how many spreads you are looking to be designed.

- 8
1
1
1

- 13. Enter any Design promos if you have any.
 - a. FYI: ANY PRODUCTION PROMOS WOULD NOT BE ENTERED HERE.
 - i. I.E. THE BOOK SALE PROMO IS NOT APPLICABLE TO THE DESIGN.

Promo Code		
Enter a Promo Code to be used for this	album design. (Optional)	
Promo Code		
	Cancel Kart Over Back Next	
		_
		Enter a Promo Code to be used for this album design. (Optional) Promo Code

14. Answer Yes or No on if you allow ACI to use your images and designed album for marketing purposes.

photographers what we are able to do with your p	rages from your album as part of our marketing sample collection. We want to show other rofessional images and our designers' skills. By selecting yes, you are allowing us to use any spreads ves. This release will be valid for the year 2018-2019. If you have any questions or concerns, please
By selecting Yes you agree that ACI Lab Test:	
 has a current, signed model release on file 	for any element depicted in this image.
agree to provide American Color Imaging v agree that American Color Imaging will give	e full photo credit to the photographer and studio as listed on this form. mage/product for American Color Imaging to use for advertising and marketing purposes with
 agree to provide American Color Imaging v agree that American Color Imaging will give agree that we release the copyright of this 	e full photo credit to the photographer and studio as listed on this form. mage/product for American Color Imaging to use for advertising and marketing purposes with
 agree to provide American Color Imaging v agree that American Color Imaging will giv agree that we release the copyright of this compensation limited to any agreed to by a 	full photo credit to the photographer and studio as listed on this form. mage/product for American Color Imaging to use for advertising and marketing purposes with Il parties.

- 15. Enter in any special instructions.
 - a. If you have a specific look you're looking for please be as specific as possible.

Special Instructions:	
Do you have any special instructions for 1500 character limit. If you require more, plea	or this album design? ise email our album design team your instructions.
Instructions	image: 0025 is the cover image Ok to have family images grouped together on fewer spreads. End design with single image of Bride and Groom
	Cancel Start Over Back Upload Files

Once you hit "Upload Files" you are able to upload your JPEGS and the design request will be submitted after the last image is uploaded.

It will take about 3-5 business days to complete the design.

Peak times of the season may cause these turnaround times to be extended.

You will get an automated email from <u>albumdesign@acilab.com</u> stating your design is ready for review.

Please see PDF's on How to Submit a Revision or How to Submit an Approval if you need additional help.