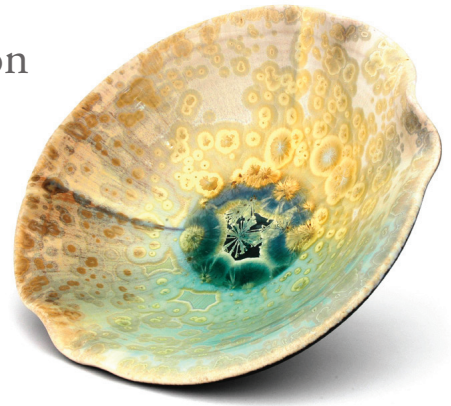


Jeffrey S. Willis

Fine Art Documentation

2108 Judy Rd. SW  
Albuquerque, NM 87105  
ph. 814-397-5672  
email: jeff@willisarts.com

www.willisarts.com



## Craftspeople Photography Pricing

### DIGITAL

Per Piece (up to 3 pieces).....	\$30
(4 - 10 pieces).....	\$25
(11 - 25 pieces).....	\$20
(26+ pieces).....	\$15

Details of items being photographed..... \$5ea.

### LARGE FORMAT (4x5inch color slides)

Per Piece (up to 3 pieces).....	\$50
(4 - 10 pieces).....	\$40
(11 - 25 pieces).....	\$35
(26+ pieces).....	\$25

Details of items being photographed..... \$15

For 50+ plus pieces, please call. Large quantity quotes available upon request. Willing to travel to location for shoots of large quantity. Travel expenses (gas, food, hotel) will be figured into total price.

Image Preparation (ZAPP/Juried Art Shows).....	\$1 per image
CD w/contact sheet + Archiving.....	\$5
Duplicate Master Slides (from digital file).....	\$10ea.
Hourly.....	\$100

Half and Full-Day rates will be given based on job, please call.

**Normal turn-around time is 4-10 days after artwork is recieved.** Orders requiring faster service will be charged a fee of \$50. *Please do not send work before calling first.*

•When shipping please remember to read my instructions form and accurately complete the work order

# Jeffrey S. Willis

www.willisarts.com  
814-397-5672

## Photography

### TO MY POTENTIAL CLIENTS:

The following is a guide for artists seeking photographic services. By using the following information you will help me to better facilitate your shoot and ultimately attain a better end product.

**APPOINTMENTS:** If local artwork may be dropped off by arrangement. If shipping, please do not ship any artwork without first calling me to book your appointment. This will allow me to efficiently schedule your shoot to comply with any deadlines you may have. My normal turnaround is 10-14 days for you to receive your images; artwork is shipped back the week following receipt of your images and only if payment in full has been made. Rush jobs are accommodated, but a \$50 rush fee will be applied.

### WHAT TO INCLUDE WHEN SHIPPING YOUR ARTWORK:

- A completed work order form.
- My standard terms are for 100% prepayment. Therefore, please include payment in full (including return postage) when shipping your artwork to avoid delays in starting your job. If you have questions about how to calculate your costs for the shoot, please contact me and I'll be happy to assist you. (If you need to negotiate alternative payment arrangements, you must call prior to shipping.)

Please make your check payable to  
Jeffrey S. Willis

- My address for shipment is:

Jeff Willis

2108 Judy Rd. SW

Albuquerque, NM 87105

If you prefer using a shipper such as UPS or Federal Express, please insure appropriately.

- To avoid the possibility of damage in transit, make sure to pack your artwork well. Jeff Willis is not responsible for items damaged in transit to or from the studio. Please insure your work when shipping.

- Include a complete and legible inventory sheet of what you're sending and provide us with the wholesale insurance value of your work. Any items sent without insurance instructions will be automatically insured for \$100 when returned.

- To reduce miscommunication and the possibility of having to re-shoot, please be sure to spell out any special instructions clearly and in detail, including thumbnail sketches, if needed.\*

### AFTER THE SHOOT ...

### SHIPPING OF IMAGES:

- Once I have photographed your artwork, the your CD of images will be shipped to you via US Postal Service.
- Slide orders are shipped separately; if possible, I'll include your slides when I return your artwork. If you require slides to arrive sooner, please allow for an additional three days for processing.
- Please note: You must provide a street address for shipping via UPS.
- Shipping will charged the actual amount. Or, if you prefer, please provide your own UPS or FedEx account number.

### RETURN OF ARTWORK:

- Artwork is returned the week following receipt of your images and only if payment in full has been made.
- Artwork is returned via insured, UPS Ground, unless we are instructed otherwise. If you wish to use your own UPS or FedEx shipper account for the return of artwork, again, please insure appropriately and provide your account number on the work order form.

I appreciate this opportunity to work with you to document your artwork. I always strive to do more for my clients, and I am always happy to answer any questions.

Thank you,

Jeff

\*I will re-shoot without additional charges if there are any technical photographic problems. Otherwise, reshooting of artwork will be subject to standard charges unless otherwise negotiated. If a piece is to be re-shot, all slides of that piece must be returned.

\*\*Please note: all computer screens are calibrated differently. Jeffrey S. Willis is not responsible for apparent perceived differences in the color temperature of digital photos. The client is ultimately responsible for color management of images.

