

Everything
you need to know
about your portraits

About your proofs.

With the incredible advances being made in technology, we are now able to offer you the ease of viewing your proofs in booklet form rather than handling individual photos which can get smudged or torn.

These proof booklets have been created from your original exposures. Occasionally you may find the color to be not quite on the mark, however, be rest assured that the color of your finished portraits will be just as you expect it to be.

This proof booklet may be taken out of the studio with a \$100.00 deposit for a period of 10 days. If your proof booklet is turned in within 10 days, your \$100 deposit will be credited to your order. If you fail to return your proof booklet within the 10 day time frame you will forfeit your deposit. We ask that you please schedule an appointment when you are ready to place your order. Should you have any questions please feel free to contact us at 402.873.5320. Our studio hours are 9 a.m. to 12 p.m. and 1 p.m. to 5 p.m., Tuesday through Friday. We do have an answering machine if you cannot reach us during normal business hours.

We look forward to receiving your order and to providing you with beautiful portraits you can enjoy for a lifetime.

Thank you.

The staff at Bell's Studio

1303 1st Corso
Nebraska City, NE. 68410
402.873.5320
www.bellsstudio.com

Questions? Call 402.873.5320



Thank You

We appreciate the opportunity to provide you with the finest senior portraits in Southeast Nebraska, and hope you are as excited about your proofs as we are. This booklet will guide you through all the information you should need to place your order, however, if you do have questions about something that we haven't covered here (or something that we have), please do not hesitate to call us at 402.873.5320.

Proof Checkout

\$100 deposit paid (check no. _____)

credit card/cash received \$ _____

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- I understand that the price specials given to me today with these proofs are good for 10 (ten) days from today, and that if I fail to order within this time period, I will pay full retail (*a la carte*) prices for my portraits.
- I understand that these proofs are the property of Bell's Studio, and that I am financially responsible for any damages or mishandling that occurs while they are in my possession. I understand that if the proof booklet is not returned to the studio within the specified time, I will be billed full retail (*a la carte*) prices for the proof booklet.
- I understand that these proofs are the property of Bell's Studio, and they may not be copied by any means while in my possession. Copying of these proofs is a violation of the Federal Copyright Act and punishable as a federal offense. Copying of proofs can result in damage to scanners and/or copy stations and Bell's Studio is in no way liable for the damage incurred by such devices as a result of illegal copying of images.
- I understand that Bell's Studio may use these images taken today for competition, advertisement, web site display or other promotional materials and I give permission to use my image.



Please review and sign before proofs can leave the studio.

Parent/Guardian _____ Date _____

Senior _____ Date _____

Studio Representative _____ Date _____

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How to Order

Everybody does it differently, but here are a few helpful hints to get you started.

- Choose your favorite poses first. Your friends and family may help with your decisions, but remember they are your pictures, so make sure you get what you want.
- Let family and friends choose what they like. You might be surprised at how often you agree on the same pose.
- Make a list of everyone who will want a portrait of you (grandparents/aunts and uncles/ boyfriends/girlfriends). You'll also want to make a guess as to how many wallets you will need (remember that your friends will probably want more than one pose). And don't forget graduation announcements. You can always order additional portraits later, but by putting it all in one package you can save money and make everyone happy.
- You can select portraits individually (*a la carte*) or in groups (packages). Packages provide the best value, while *a la carte* allows flexibility in ordering. If you are unsure about sizes for your wall portraits, stop by the studio and see the samples we have. Sometimes it helps to visualize if you can cut a piece of paper or cardboard and place it on the wall where you would mount your portrait.
- Check out our BONUS section and see what you qualify for. Remember that your bonus is based on the total of your combined package or *a la carte* orders. Not included in that total is the cost of the session fee, sales tax or bonus value. Substitutions for bonus items not available.
- You might want to choose a package that includes you proofs and folio. These make excellent gifts for family at graduation time. The proofs are only included with those packages where they are indicated, otherwise you can check out the *a la carte* prices to add proofs or folios to your purchase. Remember that there is only one proof and duplicates must be made at reprint prices. Proofs are NOT retouched.
- Finally, call us if you have any questions. We're here to help you every step of the way and want you to be completely satisfied with you finished portraits.

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The Bell's Studio Guarantee

Because we believe in your satisfaction and strive to produce the best portraits and services in Southeast Nebraska, we stand behind our work with our rock solid guarantee...

If, for any reason, you are not satisfied with your proofs, simply return them to the studio within 48 hours and we will shoot additional poses at no charge to you or refund your session fee.

If, for any reason, you are not satisfied with your finished portraits, simply return them to the studio within 7 (seven) days and we will remake them at no additional charge to you or refund the cost of your portraits.

If there is a problem, don't hesitate to call us right away so that we can correct the problem for you. You deserve to have portraits that you'll be proud to display for a lifetime and we want you to be satisfied.

Reasons to have additional poses done:

1. Bad Expression. You've had a really bad day or the fake smile comes through once too often. If there are more bad expressions than good ones, let's try again.
2. Bad hair. Too curly, too straight or just not right. It is better to have additional poses taken rather than to try to correct a bad hair problem digitally.
3. Bad weather. We can't control what comes from the sky and if it was too windy or rainy then it is best to have additional poses done on a day when the skies cooperate.

You don't need additional poses taken if:

1. Acne or other blemishes show excessively. Our expert retouchers can eliminate any unwanted blemishes from your final portraits.
2. There is a wrinkle or fold in clothing. This is quite natural for clothing, but if it is objectionable, it can be corrected on the final print.
3. The proofs seem too light, too dark or off color. Your proof sheets are strictly raw files and have not been corrected for color or density (lightness and darkness). Your finished portraits will be printed for the exact color and density you expect. We use only professional products that are manufactured for professional studio equipment and lighting standards.



Remember to let us know right away about any concerns that you might have so we can correct them right away. We want you to be happy with your portraits.

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Cropping and Retouching

What's Included...

Mounting

Every portrait (8x10 and larger) is permanently mounted to sturdy art board for maximum durability and longevity. If you would prefer your images in folders (unmounted), please let us know when ordering as they will be mounted unless specified.

Extras

You will receive a free acrylic wallet box and our unconditional guarantee. Our services is second to none and the individualized attention you receive will add up to the portraits you've always dreamed about.

Cropping

You'll find that we can change the look of your proof by "cropping" or "tightening" the pose if you want. When you select your poses, remember that 8x10s will crop similar to your proofs, while 5x7s and wallets will be just a bit tighter in the finished image. If you have concerns or questions, ask to see a cropping guide for your selected pose.

And What's Not...

Retouching

For a fee of \$10.00 per head, your pose can be retouched to remove unwanted blemishes and to soften facial lines.

Digital Artwork

Excessive glass glare, braces, tan lines, stray hairs, wrinkles in clothing, or head switches can be done in our digital department by our skilled computer artists. Artwork charges can vary. Please see the list at the bottom of this page. We offer a wide variety of digital services. If you are looking for something "different" check out our examples of digital manipulations in our studio or online at www.bellsstudio.com.

Digital Art Services

Remove glass glare	\$15 per pose
Remove braces.....	\$25 per pose
Remove tan lines.....	\$30 per pose
Remove stray hairs.....	\$25 per pose
Change background	\$45 per pose
Brighten teeth.....	\$25 per pose
Tone down sunburn	\$45 per pose
Remove Bruises, tattoos, earrings.....	\$25 per pose
Head Switch	\$25 per pose
Other digital artwork.....	\$ by quote



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Policies

Ordering

The appointment time in this booklet has been scheduled for you to place your order. This is reserved especially for you to allow all the time necessary to get what you want. Every effort is made to maintain an on-time schedule and your promptness for this appointment is greatly appreciated. If you show up late, it may be necessary to reschedule.

If you need to reschedule your appointment, please give us 24 hours notice so that your time may be given to someone else. Cancelled appointments must be rescheduled within 7 (seven) days to maintain all special offers. If too much time passes, only *a la carte* prices will be in effect, without prior approval.

Orders not placed within 14 days of original appointment without prior approval will forfeit all deposits.

Payments

A \$100.00 deposit (to be applied to your order) is due when you pick up your proofs. When your order is placed, the balance is paid in full, or you may place half down at the time of the order and pay the balance when the order is picked up. For your convenience, Mastercard, Visa, Discover Card, cash and personal checks are accepted. No orders will be delivered until they are paid in full.

Pick-up and Shipping

Your finished portraits will be ready in about four to six weeks from your order date. You will receive a notice in the mail or a telephone call when they are ready. No part of any order can be picked up without full payment. If you would like to have your order shipped to you, please add \$10.00 for shipping, handling and insurance.

Copyright

In 1976, the Federal Government passed a law making it illegal to copy materials protected by copyright, including professional photography. Your portraits are made by the finest craftsmen in the industry. Our studio invests heavily in training, education, and equipment to provide you with the highest quality photography found anywhere. High quality that cannot be duplicated or copied without a severe loss of sharpness, color and clarity.

Since such a loss would reflect poorly on the reputation of our work, Bell's Studio has reserved the copyright on each portrait we create. That means copying either your proofs or finished portraits by ANY means, including photocopier, digital scanning or copy photograph is prohibited by law. Bell's Studio reserves the right to pursue legal actions against any person who violates this copyright.

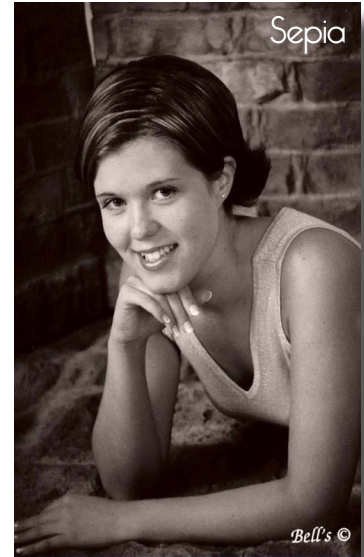
We sincerely appreciate your understanding and cooperation in helping us maintain the highest level of quality and integrity you have come to expect from Bell's Studio.



Color Tint

Tint your image in any of these colors.

\$10.00 per pose.



Borders

Add a fun border in addition to these options.

\$6.50 per pose.



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Eyeglass Glare

Since glass glare on some shaped lenses is nearly impossible to avoid, please bring along an empty pair of frames similar to your own for your session. Yes, you may have anti-glare lenses, but that is so the wearer does not experience glass glare. The flash in photography will still produce a glare on your lenses that is expensive to retouch out. Glare can be removed for an extra charge when you place your order. Ask your optician to remove the lenses or borrow a separate pair of empty frames for your session.

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Before



After

Retouching

We recommend that all portraits 5x7 or larger be retouched. As you can see in the example below, even small blemishes are clearly visible when made into a 5x7, and even more apparent when taken to a size 8x10 or larger.



Before



After

Soft Focus



Before



After



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Special Children's Portrait Prices

Packages are based on one pose.
Substitutions are as follows 1-8x10, 2-5x7, 4-4x5.

Keepsake Package

2-4x5
\$19.95

Mini-Package

2-5x7
4-4x5
\$39.95

Traditional Package

1-8x10
2-5x7
4-4x5
\$49.95

Standard Package

3-8x10
4-5x7
4-4x5
\$99.95

Calendars

5x7 print with 5x7 calendar\$19.95
8x10 print with 8x10 calendar\$24.00



Additional Prints

8x10.....\$19.95
5x7.....\$14.95
4x5 (2 of same pose)\$14.95
11x14.....\$45.00
16x20.....\$85.00

Great Gift Ideas

Photo button.....\$19.95
10x20 poster\$14.95
8 Billfolds\$14.95
16 Billfolds\$18.00
24 Billfolds\$24.00

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Retouching

Negative Retouching can remove blemishes, and soften or remove lines under eyes, etc. We'll use our discretion when Negative retouching is needed.

Negative retouching per view	\$10.00
Additional heads in the same view	\$4.50

Print retouching can remove eyeglass glare, braces on teeth, stray hairs, and other such artwork to enhance your portrait. Prices on Print Retouching are quoted separately.

Indoor or Outdoor Creation

10-12 originals to choose from	\$20.00
12-20 originals to choose from	\$30.00

Folios and Albums

Gift Folio with 2 proofs	\$35.00
Gift Folio with 3 proofs	\$42.00
Gift Folio with 4 proofs	\$54.00
Display Folio with 8 proofs	\$76.00
Display Folio with 12 proofs	\$98.00
Leather Album with 20-4x5's	\$115.00

Original - Proofs
 1-3 \$15.00 each
 4-7 \$12.00 each
 8-12 \$10.00 each
 13 - Plus \$8.00

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	16x20		5x7
	11x14		2-4x5
	10x20		22 Wallets
	8x10		46 Wallets
	Proofs		
	Folio		
	Sign NONE NAME SCHOOL YEAR		
	Crop		

	16x20		5x7
	11x14		2-4x5
	10x20		22 Wallets
	8x10		46 Wallets
	Proofs		
	Folio		
	Sign NONE NAME SCHOOL YEAR		
	Crop		

Enhancements

Vignette	Whiten Teeth	Retouch
Edges	Black & White	Brown Tone
Eyes	Blue Tone	Stray Hair
Spot Color	Soft Focus	
Other	_____	
Other	_____	

Enhancements

Vignette	Whiten Teeth	Retouch
Edges	Black & White	Brown Tone
Eyes	Blue Tone	Stray Hair
Spot Color	Soft Focus	
Other	_____	
Other	_____	

	16x20		5x7
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Other	_____	
Other	_____	

Enhancements

Vignette	Whiten Teeth	Retouch
Edges	Black & White	Brown Tone
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Spot Color	Soft Focus	
Other	_____	
Other	_____	