

Catalogue of Products and Services

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STATE OF THE ART TECHNOLOGY TO MEET YOUR PORTRAIT IMAGING NEEDS

Prestige Digital Imaging is a state-of-the-art digital lab utilizing the latest Kodak ® and other professional production equipment. This cutting edge technology is employed by our highly experienced technicians and combined with Kodak ®, Epson ®, Frederix ® and other quality media to provide you with the finest in portrait and fine art printing.

We offer a wide variety of services and portrait enhancements, such as canvas or hardboard mountings, school service items, portrait greeting cards, CD-ROMs, pictorial directories, school year-books, composites, ID cards, photo restoration and retouching, as well as most traditional lab services.

We can process files directly from digital cameras and scans. Your portraits are produced on Kodak Endura™ Photographic Paper for sizes up to 20"x30". Larger portraits (up to 40"x60") are produced on our Epson® Stylus Pro 9600™ Inkjet Printer on archival portrait or watercolor paper, or directly to premium artist's canvas, with lifetime-lasting Epson UltraChrome™ archival inks. Canvas prints are then hand stretched onto Frederix artist frames to produce the ultimate in portraiture.

If you are searching for a new or difficult to find product, please contact us. The exciting world of digital imaging means relatively easy creation of custom portrait products or styles.

Thank you for reviewing our catalogue of products and services. We at PDI look forward to serving you.

Business Hours

Prestige Digital Imaging is open Monday through Friday from 8:00 a.m. until 5:00 p.m. EST. We observe all major holidays and are normally closed on weekends; therefore "in lab" service times exclude these days (even though production staff routinely works overtime during peak seasons). We accept **FTP** orders 24 hours a day, 7 days a week but they are logged in the next business day if submitted after hours. Please call customer service to have an account and password set up.

Customer Service

We at PDI fully understand that providing our customers with superior products and services is the key to our success. Accordingly, we offer a wide range of superior products and services to the professional photographer. In order to help you choose which products and services would best suit your needs, please contact a customer service representative any time. We are intimately acquainted with the problems and needs of professional photographers and studios, and are uniquely suited to offer products or services to help you grow and compete in your market segment. As most mistakes occur

due to incomplete or incorrect paperwork, please do not hesitate to contact us. Communicating with our customers is a top priority for ensuring quality service.

Payment Options

Open Accounts

Until an open account is established, new customer orders will be shipped COD. To open an account, a New Account Credit Application Form must be submitted and approved, along with verifiable credit references (preferably in the photographic industry), and a signed, personal guarantee. PDI reserves the right to close any past due accounts and demand immediate payment. In such cases all future shipments will be shipped COD Cash, plus any unpaid balance.

Credit Cards

For your convenience, Prestige Digital Imaging accepts Visa, Mastercard, Discover, and American Express.

Prepay

Prepaid accounts are always welcomed. Simply submit a check with your order to cover all associated charges. Please include your account number and customer name on each check. Prepaid orders which are underpaid will be shipped COD for the balance due.

COD

Orders will be shipped COD if

check or charge information is not included with the order, or if an open account has not been established. The COD fee for the applicable carrier will be added to all COD orders. COD orders that are returned for nonpayment will be assessed a \$25.00 service charge along with actual re-shipping charges.

Returned Checks

A \$30.00 service charge will be assessed on checks returned due to insufficient funds. After two such occurrences, we will require future shipments COD cash, plus any unpaid balance.

Credit Adjustments

Please check your orders immediately upon receipt. Our work is only as good as your instructions, and although we make every effort to follow them carefully, clarification is sometimes required. Please contact your Service Representative immediately for any discrepancies. Credit claims must be made within two weeks of receiving an order, and must be approved prior to any adjustment. Please return the work in question along with the original paperwork. Take care not to fold, mark or damage any prints. Once approved, appropriate credit adjustments will be made. Adjustments for less than \$5.00 will not be considered.

Limitation of Liability

As skilled professionals, Prestige Digital Imaging Laboratories always practices extreme care in handling all materials submitted to us. However, by submitting any image on any medium to PDI, customers agree that any damage or loss by our company, even if due to negligence or other fault of PDI, its subsidiaries, agents or subcontractors, will entitle customer to replacement with an equal amount of blank digital media only. Except for such replacement, customer agrees that PDI is not responsible for images, prints, negatives or digital media, and customer further agrees to hold PDI harmless for any such loss, as well as for any incidental or consequential damages which may result. As previously indicated, all lab adjustment claims must be submitted in writing within two weeks of invoice date.

Minimum Orders

Where a single order totals less than \$20.00, a \$6.00 charge will be automatically added to cover packaging and handling. Please group small orders to reduce your total invoice.

Production Time and Delivery Schedule

Prestige Digital Imaging makes every effort to accommodate requested delivery schedules. Normal delivery time varies with the products and services ordered; however, most orders are processed within five to 15 business days. Each service provided has a projected service time. Service times listed are for regular orders and do not include time required for pickup, delivery, shipping or jobs that require special handling or mounting. Larger print sizes generally require additional time. Check the delivery window for each product category for clarification. Please keep in mind these are projected time schedules, and not guaranteed delivery times. Delays may occur at peak volume periods of the year; however, special rush handling of these orders are available for an additional cost. Orders will frequently be received sooner than promised. Required service time is based on a Monday through Friday work week, excluding weekends and holidays. Please check normal production schedules under each category. Orders must be received by 12:00 PM, EST for that day to be considered a service day in our production schedule. Any

orders received not in accordance with our specifications will be assessed a \$25.00 per hour service charge.

Printing Policy

Prestige Digital Imaging will promptly notify our customers if we feel an acceptable print cannot be achieved due to improper exposure or other deficiencies. Note we are not responsible for results on "Print Regardless" orders.

Assurance of Quality

Prestige Digital Imaging will make every effort to produce the professional results you expect. Nonetheless, a professionally rendered photograph begins with you, the professional photographer. Submitting superior images will help ensure superior prints.

International Orders

Prestige Digital Imaging happily accepts orders from customers abroad. Payment may be remitted by credit card, checks drawn on a U.S. or Canadian bank, or U.S. currency. Prestige Digital Imaging reserves the right to delay shipment pending confirmation of receipt of funds.

Specifications

We prefer that you send us a jpg file saved at the best resolution. We generally print at 250 resolution.

N.B. *Image names can NOT be more than 31 characters in length (this includes any spaces or character used) and may not include any of the following:*

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Volume Packages

These packages are ideal for store promotions, portrait fundraisers, and church directories. All package contents for each sitting must be consistent for each order. Images are edited for best composition and expression. If your image exposure or lighting is inconsistent, you may choose to add \$.25 per image for individual color correction, plus one additional service day.

<u>Unit Size</u>	<u>Price</u>
Half Unit	\$ 0.75
8x10	\$1.30
10x13	\$3.00
11x14	\$4.00

Add \$1.00 per sitting in Double Editing is required.

Usually occurs when proofs are part of package but not every image gets a proof.

Normal Service: 5 days

Proofs

PDI is pleased to offer a number of options for customers wanting proofs.

We offer 3.3x5 3 up strip proofs, wallet-sized proofs and 5x7 proofs. All are available in color, black and white, or sepia tone. Proofs are available with or without a proof overlay. Customized overlays are available for a one time set up charge of \$15.00. Individual color correction is available for only \$.25 per image.

<u>Size</u>	<u>Price</u>
2.5x3.5 (wallet)	\$0.25
3 up Proof Strip	\$1.05
3.5x5	\$0.40
4x5	\$0.45
5x5	\$0.50
4x6	\$0.70
5x7	\$0.75
8x10	\$1.30

Service Times

Normal Service: 3 days

Rush Services

Half Time + 50%

Quarter Time + 100%

Rush Orders Not Available

with all Services. Call first with Rush Requests.

Deliveries and Video Imaging

This a la carte service allows your customer a variety of units and the flexibility to design the package of choice. This service is available from proofs or from digital viewing. Return only proofs or image information for the images from which you are ordering. Please submit proofs or images in numerical order.

<u>Unit Size</u>	<u>Price</u>
Half Unit	\$0.90
8x10	\$1.50
10x13	\$3.50
11x14	\$4.50

Service Times

Normal Service:

8 days

Holiday Greeting Cards

Slimline greeting cards are available in a variety of greetings for virtually every holiday or occasion. Envelopes and a presentation box are included.

12 cards \$ 8.00

24 cards \$15.00

With Names add \$ 2.00

Custom Layout add \$25.00 (one time)

Holiday Wallet Borders

Add .40 per 8-wallets a-la-carte

Seniors, Reorders and Large Prints

Enlargements are available in color, sepia or B&W with a variety of standard sizes or to custom sizes (up to 40x60). We can print on luster photo paper, matte photo paper, direct to canvas, or water color paper. Other materials are available with prior notice, and prices for such materials will be special quoted. These prints are printed on an Epson StylusPro 9600 inkjet printer using Epson Ultrachrome archival inks which are as long lasting as traditional photographic prints. Paper prints that are 20x30 or smaller are printed on photographic paper. Larger prints are printed on inkjet. Direct to canvas includes spray and stretching and is available in a rectangular or square format only. Canvases over size 20x30 get heavy-duty premium stretcher bars. Other material is by special quote only.

lar or square format only. Canvases over size 20x30 get heavy-duty premium stretcher bars. Other material is by special quote only.

<u>Unit Size</u>	<u>Price</u>	<u>Textured</u>	<u>Fine Art</u>	<u>Paper or</u>	<u>Direct to</u>
		<u>Paper</u>	<u>Canvas</u>		
1/2 Unit	\$ 2.00		N/A		
8x10	\$ 3.30		\$24.95		
10x10	\$3.50		\$29.95		
10x13	\$ 4.50		\$29.95		
11x14	\$ 5.50		\$29.95		
10x16	\$ 7.95		\$34.95		
10x18	\$ 9.95		\$36.95		
10x20	\$15.95		\$39.95		
16x20	\$19.95		\$49.95		
20x24	\$29.95		\$69.95		
20x30	\$49.95		\$99.95		
24x30	\$79.95		\$139.95		
24X36	\$99.95		\$169.95		
30x40	\$129.95		\$199.95		
40x60	\$229.95		\$329.95		
		<u>Paper</u>	<u>Canvas</u>		
Custom (per Sq ft)	\$12.00		\$24.00		
Gallery Wrap add	\$25.00				

Metallic Paper

Up to 20" Paper.
Cost is 2 times normal unit price.

Senior Wallets

Name and year overlay in gold lettering.

Per Image \$ 1.25
Senior Wallet Die Cut N/C

Groups

Team Overlay \$10.00 per job plus \$ 5.00 per name change. Any data or individual names must be supplied via text or ascii file. If we are to key names, we charge \$10.00 per group.

10 Days

Individual Bagging \$.10

Bagging with Individ. \$.25

Principals Album

Bound with cover

5x7 \$ 1.25 per page

8x10 \$ 2.25 per page

Retouching Services

Standard Retouching
\$3.50 per image
Add 2 days

Complex Retouching
and Photo Restoration
\$1.00 per minute
Add 3 - 5 days

N.B. All orders will receive thumbnail proof prints (42 per page). These files assist us in editing, checking, and packaging. Billed at \$1.30 per unit.

Underclass School

Proofs

<u>Proof</u>	<u>Bulk</u>	<u>Attached</u>
Wallet	\$ 0.25	\$ 0.30
3.3x5	\$ 0.35	\$ 0.40
3.5x5	\$ 0.40	\$ 0.45
5x7 Multiproof	\$.75	
4up with sepia, b&w, border and color	\$1.00	\$ 1.05

4 Days

Proof overlay available at no charge.

School Svc. Items

4 up	\$ 0.25
Thumbnail proof	\$ 1.30 per page (42 images per page)
Sticky Prints	\$ 4.00 per page (36 images per page)

Add 2 days

ID Cards

Set Up Fee	\$25.00
ID Cards	\$ 0.25
Laminate	\$ 0.18
Punch Only	\$ 0.10
Punch & Clip	\$ 0.50
Back Printing	\$ 0.03
Back Printing setup	\$25.00
Bar Code	\$50.00 set up per school.

Camera Cards

From ASCII files	\$ 0.06
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We accept data disks exported from Photolynx, Oze, or an ascii file written according to our specs.

CD ROMs

Image Only DVD	\$ 25.00
Image Only	\$ 15.00
Yearbook	\$150.00
School Sys.	\$150.00
Custom picture or design printed on CD	add \$20.00

Business Cards

1st order includes setup with 100 cards	\$40.00
Ea. Add'l. 100 cards	\$15.00
Laminate per 100 cards	\$18.00

Misc. Services

Negative Carding	\$1.00
Slide and Carded Neg. Scan	\$ 5.00
Flat Bed Scan	\$ 5.00
Labor P/Hr	\$20.00

Magnets

<u>Unit Size</u>	<u>Price</u>
8x10	\$3.00
5x7 (2)	\$2.50
4x5 (4)	\$3.00
3.5x5 (4)	\$2.50
8 Wall. die-cut	\$2.50

Plus Print

Brochure, Directory and Memory Book Pricing

Brochures designed 8 1/2 x 11, front and backs printed with single fold or trifold. Folding is not included.

Directory and Memory Books are printed on 100 # paper stock for the inside pages and 110 # stock for the cover page.

Color Pages	\$ 1.00/side
BW Pages	\$.50/side
Cover	\$ 1.10/cover
Flat Bed Scans	\$ 5.00/scan
Custom Page Layout	\$40.00/page
Comb Binding	\$ 2.00/book
Plastic Front Cover	\$ 1.00/cover

Montage

Have us create a unique collage of a picture of the logo, mascot or building of an organization that is made up of small individual pictures of the members of the organization. Available from 8x10 up to 4'x8'.

Setup w/ pkgs.	\$25.00
Setup w/o pkgs.	\$50.00

Stock photos include eagle, Flag, etc.
Custom photo add \$10.00
Plus print.

Finishing Services

Mounting is available on a variety of substrates to enhance your prints and to increase customer sales. Prices do not include photographic prints. We offer mount boards, Gator Foam, and economy canvas panels (magnetic material is available on sheets of wallets and 8x10s). We also offer spray, which is available on any service. Matte spray is standard, however, Luster spray is available upon request.

Size	Spray (Matte)	Mount Boards	Canvas Pane (Includes Texture)	Oval Stretch	Laminate	Texture Only	Gator Foam	Brush Texture
5x7	\$ 1.00	\$ 1.90	\$ 4.50	na	\$ 3.00	\$ 0.30	\$ 6.00	\$ 12.00
8x10	\$ 1.00	\$ 2.25	\$ 5.00	\$ 15.00	\$ 4.00	\$ 0.30	\$ 8.00	\$ 12.00
10x13	\$ 1.50	\$ 3.50	\$ 6.00	na	\$ 5.00	\$ 0.50	\$ 10.00	\$ 14.00
11x14	\$ 1.60	\$ 4.50	\$ 7.00	na	\$ 6.00	\$ 0.75	\$ 10.00	\$ 14.00
16x20	\$ 3.00	\$ 8.00	\$ 12.50	\$ 30.00	n a	\$ 2.00	\$ 15.00	\$17.00
20x24	\$ 3.50	\$10.00	\$ 15.00	na	n a	\$ 3.00	\$ 20.00	\$ 20.00
20x30	\$ 5.50	\$18.00	na	na	n a	na	\$ 35.00	\$ 25.00
24x30	\$ 6.50	\$20.00	na	na	n a	na	\$ 40.00	\$ 30.00
24x36	\$ 8.00	\$25.00	na	na	n a	na	\$ 50.00	\$ 35.00
30x40	\$10.00	\$30.00	na	na	n a	na	\$ 60.00	\$ 40.00

10x10 Mounted & Die Cut Circle (10") \$5.00

Add 2 days to normal print time for each service.
Prices do not include prints.

Mount Board: 5x7, 8x10 and 10x13 are on single weight board, 11x14 and larger are on double weight.

Brush textured prints must be mounted.

Sports Items

3 in Photo Button	\$1.50 plus prints
8 Wallet Magnets	\$2.50 plus prints
8 Trader Cards (front and back)	\$8.00

Sports Magazine Cover	
Groups w. team, yr. overlay	8x10 \$2.00
Calendars	5x7 \$1.50

Memory Mates holds 1 5x7,team (H)	
1 3.5x5 ind. (V)	\$1.50
Window Bags	\$.12

Composites

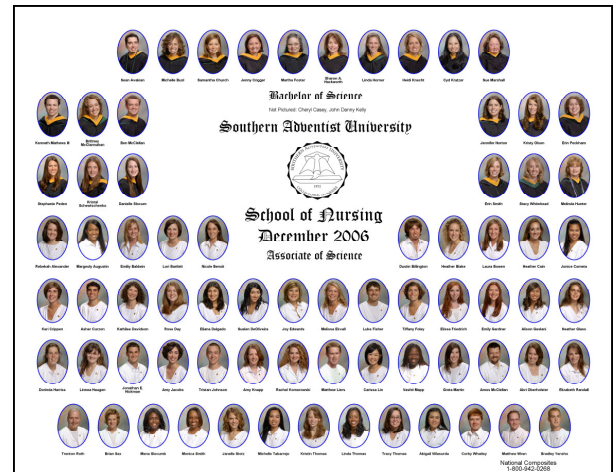
We produce high school Senior, Underclass, College and University composites with the designs your discriminating customers demand.

Our composites are fully customizable, from the color of the background, to the style of the text. We offer easy-to-understand pricing. We will ship a printed proof for your approval, included in the layout fee.

Layout

No. of Images	Cost per Image
10-20	\$2.63
21-35	\$2.37
36-50	\$2.10
51-65	\$1.89
66-80	\$1.79
81+	\$1.68

(Above prices include one 11x14 Proof)



Miscellaneous Items

8x10 Mailers	\$ 1.00
11x14 Mailers	\$ 1.50
8x10 Window (School) Bags	\$ 0.12
Large Window (School) Bags	\$0.25
8x10 White Bags (100 per package)	\$ 8.00
11x14 White Bags (100 per package)	\$10.00
Teacher Report Envelope	\$ 0.25
Portfolios 3x5x8	\$ 2.00
Die Cut Wallets (8) per unit	\$ 0.20
Drop Ship	\$ 5.00
8x10 Memory Mate (holds 5x7 team, 3.5x5 indiv.)	\$ 2.00

Kodak
ProLab
 Resource Center

**PREMIUM
 MEMBER**

ProLab
 Experience the difference.



ENDURA
 Media

Amazing
 output that lasts.

The new standard in Fine Art Reproduction
 UltraGiclée Fine Art Prints
 from Epson

EPSON
 EXCEED YOUR VISION

ULTRAGICLÉE™
 FINE ART PRINT

FUJI HUNT
 FUJIFILM

Fredrix Archival™
 Print Canvas