

# Custom Scrapbooking

## Client Order Form

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Email Address: \_\_\_\_\_

Is this a gift?  Yes  No What is the occasion? \_\_\_\_\_

Date required by (if applicable): \_\_\_\_\_

### **Include With Your Order:**

- Signed and Dated Service and Payment Agreement
- 50% Down Payment (based from total on the project worksheet)
- Order Form
- Completed Project Worksheet
- Photographs and Memorabilia

## **Send your order to:**

Yvonne Scheperle Bronner  
6137 Sawmill Woods Drive  
Fort Wayne, IN 46835

Cell: 260-438-9308

YvonneLBronner@gmail.com

[www.inbusinessmediagroup.com/CustomScrapbooks.html](http://www.inbusinessmediagroup.com/CustomScrapbooks.html)

*Note: you must type the URL exactly as shown above.*

## Order Totals

Estimated order total (from project worksheet): \$ \_\_\_\_\_

50% down payment included: \$ \_\_\_\_\_

Estimated remaining balance: \$ \_\_\_\_\_

## Payment Options

1. Money Order / Cashier's Check (out of area)
2. Cash or Personal Check (local orders only with face-to-face consultation and delivery)

## Order Specifics:

- Number of photographs \_\_\_\_\_ Number of memorabilia items \_\_\_\_\_
- Album Size (circle one):    12X12    8 ½X11    8X8    Other Size \_\_\_\_\_
- Specify how you would like your journaling completed (check one):
  - \_\_\_ Designer does ALL of my journaling w/ titles, quotes, poems, and information provided on the back of my photos.
  - \_\_\_ Client does ALL journaling. Please leave space on each page for client to do so.
  - \_\_\_ Please leave space for client to journal only on certain pages/events. Client will specify this on the "Project Worksheet".
  - \_\_\_ Please leave an entire layout for client to write "my story" later.
  - \_\_\_ Please dedicate an entire layout for "client's story". Client will email this information to designer so it can be computer-generated and added to client's album
  - \_\_\_ Other: \_\_\_\_\_

## Project Worksheet

*(Don't stress too much over this, it's just to give me an idea of what you want! If you need more room, write on a separate sheet)*

<b>Layout Number</b>	<b>Theme / Title / Event / Date / Etc.</b> (birthday, wedding, the park, opening gifts, the Grand Canyon, etc.)	<b>Number of Photographs</b> (12 X 12 layout holds 2 - 4 photos) (8 ½ X 11 holds 1 - 3 photos) You may need more than one layout for your event or occasion.	<b>Special Instructions</b> <b>Comments</b> <b>Other</b>
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

(Number of Layouts) \_\_\_\_\_ X (Price per Layout) \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
 - any discounts available = \$ \_\_\_\_\_

**Estimated Total Price = \$ \_\_\_\_\_**

## General Information

1. Use plastic baggies, paper clips, etc. to loosely organize your photos before shipping. Use sticky notes or other notations to mark photographs that are "Not to be cut or altered."
2. A "layout" is one side of one page.
3. Custom layout prices are as follows (prices include sheet protector, supplies / labor, and shipping)
  - (12X12) \$25 per layout for 1 – 5 pages or \$24 per layout for 6+ pages
  - (8 ½ X 11) \$20 per layout for 1 – 5 pages or \$19 per layout for 6+ pages
  - (8x8) \$16 per layout for 1 – 5 pages or \$15 per layout for 6+ pages
  - Other sizes available
4. **Custom Layouts** consist of fully embellished designer pages that feature the clients own photos that were provided to the designer.
5. Photo : Layout Ratio
  - 12X12 holds 2 - 4 standard 4" x 6" photos
  - 8 ½ X 11 holds 1 - 3 standard 4" x 6" photos
  - other subject to size
6. The "Project Worksheet" is to give me an idea of what you want and need. Fill it out as best you can... Leave the rest to me. I want this to be as simple for you as possible. If you need more room, write on the back or print out another sheet. The number of layouts is up to you.
7. "Journaling" is your story.... The "who, what, why, when, and where" of your photos. This can be done by you, me, or both... or we can leave a whole page just for journaling. Or, tell your "story" via email, and a computer generated copy will be put into your album on the journaling layout. Specify on your Order Form/Project Worksheet.
8. I recommend shipping all your photos with INSURANCE and DELIVERY CONFIRMATION to ensure their safe arrival/delivery.
9. I recommend sending your down payment as a money order.

## Service and Payment Agreement

1. All materials used in my memory album are archival quality products. However, any damages caused by defective product are not the responsibility of *Yvonne Scheperle Bronner*.
2. Any of my photos and memorabilia may be “cropped”, cut, or otherwise altered in the process of creating my memory album, unless otherwise specified to the designer on the back of the photo. I will specify in writing any photos that I do not want altered or permanently mounted in my memory album.
3. In the event of natural or unavoidable disasters, *Yvonne Scheperle Bronner* will be responsible for reprinting any photographs in her possession from digital files that client provides. However, the client accepts full responsibility for irreplaceable photographs and memorabilia. Damages are limited to a refund of work not completed, but will not exceed that amount.
4. For local orders, my acceptance of the completed memory album signifies that I am satisfied with the product. For out-of-town orders, I have three days after confirmation of delivery to contact the designer and arrange for alterations and adjustments. I am responsible for shipping costs of returning the album to the designer for alterations or adjustments, and having it returned to me. I understand that, in these instances, *Yvonne Scheperle Bronner* will re-work or alter up to three layouts without additional fees.
5. I understand that a 50% deposit of the estimated cost of my project is due at the time this agreement is signed. I then understand that the remaining balance will be due at the time of delivery (for local projects) or before the project is shipped (for out-of-town projects). The remaining balance is subject to change, after client notification, due to design changes that affect the number of layouts desired. I am responsible for the actual shipping cost, shipping insurance, and delivery confirmation (unless otherwise specified). I am willing to make payment via money order/cashier’s check, or cash.
6. I understand that the price total on the “project worksheet” is a client estimate and is to be used only as a basis for determining the initial 50% down payment. *Yvonne Scheperle Bronner* will supply an actual price total after a review of the client’s photographs and actual needs are decided.

Check one:

*Yvonne Scheperle Bronner* is authorized to use digital copies of my layouts for promotional and advertisement purposes.

*Yvonne Scheperle Bronner* is not authorized to use digital copies of my layouts for promotional and advertisement purposes

**I have thoroughly read this Service and Payment Agreement as well, the attached order form, and the “FAQ” sheet provided at [www.inbusinessmediagroup.com/CustomScrapbooks.html](http://www.inbusinessmediagroup.com/CustomScrapbooks.html) Note: you must type the URL exactly as shown., and agree to all conditions and will abide by them.**

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**Client Signature**

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**Date**

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**Client’s Name (printed)**