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CLIENT REQUEST FOR BID

Thank you for your interest in hiring STILL Productions, Inc for your communications project. In order for us to provide you with an accurate estimate of costs we need the following information from you. Please complete this form and return to us by e-mail at the address listed above. Once received we will apply these details of your project to a bid estimate and return to you ASAP.

Client Name _____

Contact Name _____

Phone, Fax, E-Mail _____

Project Date(s) _____

Project Location(s) _____

Project Description

Pre-Production (please explain any needs for meetings, research or location scouts prior to the actual project dates)

Client representative to contact on location _____

Client Intended Usage

Client Desired Rights

(STILL Productions will automatically grant one-time usage rights for the client usage specified above. Additional rights, including a full usage rights buyout are negotiable, and must be specifically requested)

File Format

(STILL Productions will automatically create high-resolution 8-11 megabyte digital jpeg images for photography, and MS-Word files for text. Please specify here different or additional needs, for example, print or slide film, low-resolution duplicate digital files, TIFF files, RAW files, PDF files, etc)

Film-based assignments

(For print film please note whether contact sheets are needed. Also, please note client need for any further lab work here, such as image scanning, slide duplication or print enlargements)

Digital-based assignments

(STILL Productions will automatically burn to CD all image files appropriate to the assignment. Please note here client's need for duplicate sets of CDs, as well as any need for electronic files to be e-mailed)

Field Editing Services

(Note here whether client desires an electronic editing station available on location. This allows for on-site digital file downloads, organization and review of images on laptop computers, and CDs burned on location during the photo shoot.

Post-Production Editing

(STILL Productions automatically provides basic editing services at our Laguna Beach office after each photo shoot. Basic edits include organization of digital image downloads into manageable file folders, and creation of "select" folders that gather the best images from the shoot. CD burns include this folder organization) Please tell us here whether clients needs extend beyond the basic editing services described.

Wire Transmissions

(Indicate here whether bid estimate should include fees for transmitting images to a news organization or wire service)

Submitted by (your name) _____

Your contact info (if different from job contact)

Today's date _____