



S A J E S T U D I O

c u s t o m   d e s i g n e d   a l b u m s   f o r   e v e r y   o c c a s i o n

Please complete in full in block letters:

CONTACT INFORMATION			
Date	(MM/DD/YYYY)		
Name			
Address			
City	Prov/St	Postal/Zip	
Country		Phone	(   )
email			
ALBUM INFORMATION			
Album Title			
<i>(Album Title will appear on album cover, spine and slipcase – maximum of 30 characters including spaces)</i>			
Event Date	(MM/DD/YYYY)	Slipcase Colour	<input type="checkbox"/> Black <input type="checkbox"/> Red
Album Size	<input type="checkbox"/> 1010EX30 (10"x10" - 30 pages) Qty:_____	<input type="checkbox"/> 1112EX30 (11"x12.5" – 30 pages) Qty:_____	
	<input type="checkbox"/> 1010EX40 (10"x10" - 40 pages) Qty:_____	<input type="checkbox"/> 1112EX30 (11"x12.5" – 40 pages) Qty:_____	
	<input type="checkbox"/> 1010EX60 (10"x10" - 60 pages) Qty:_____	<input type="checkbox"/> 1112EX60 (11"x12.5" – 60 pages) Qty:_____	
	<input type="checkbox"/> 1010EX80 (10"x10" - 80 pages) Qty:_____	<input type="checkbox"/> 1112EX80 (11"x12.5" – 80 pages) Qty:_____	
PHOTO INFORMATION			
No. Photos	Photo Order	<input type="checkbox"/> Keep as is on CD/DVD <input type="checkbox"/> Leave photo order to SAJE Studio	
Special Instructions for Photos			
PAYMENT INFORMATION			
Method	<input type="checkbox"/> Cheque <input type="checkbox"/> Money Order <input type="checkbox"/> Paypal		

**PREPARE PHOTOS:** You must own the rights to the photos you are sending, so as not to violate copyright laws. Photos should be high resolution (high quality) jpeg format. Choose only the photos you wish to appear in your album. You can choose the order of the photos in your album (ie: by naming the files 001.jpg, 002.jpg, 003.jpg) or you can give us the creative freedom to choose.

**PAYMENT:** Payment is due in full at time of order, via Paypal, cheque or money order. Cheque or money order should be made payable to SAJE STUDIO. If paying through Paypal, an invoice will be sent to you via email with a link to complete payment, upon receipt of order. Orders will not be processed until payment has cleared.

**SUBMIT ORDER:** Send your digital photos on CD/DVD, completed order form, and payment to the following address:

**SAJE STUDIO**  
5 Riding Way, Kanata, ON K2M 1C3 Canada

Be sure you have a copy of your photos before sending, as we will not be returning your CD/DVD. We are not responsible for loss or damage to packages shipped to our studio.

**TURN-AROUND TIME:** Your initial album design sample will be sent via email as a low resolution pdf file 10 business days after receipt of order. Turn-around time may be increased if the order form is incomplete or if the files are corrupted.

**CORRECTIONS:** You may request up to 5 corrections free of charge, including photo replacement, redesigning spread, resizing photo, etc. Subsequent corrections will be charged \$25/correction. Please submit all correction requests via email.

**APPROVAL PROCESS:** Once the design is to your liking, please send approval via email. We will proceed with the publishing and deliver your album within 6-8 weeks of approval (for deliveries to Canada and Continental United States).

**TERMS AND AGREEMENT:** By submitting this order form, you agree to all terms and payments. Prices are subject to change without notice