

# Hollywood Studio

1 Linden Place, Suite 405  
Great Neck, NY 11021  
Hollywoodstudio1@yahoo.com  
(516) 487-0010

## Regular Album Instructions

Thank you for choosing Hollywood Studio for all your photography and videography needs. Please help us to prevent any mistakes by providing us with the following information. We understand your personal time is precious, and we greatly appreciate your cooperation.

**Please carefully read and fill out all parts!**  
**PLEASE CALL OR EMAIL US RIGHT AWAY WITH ANY QUESTIONS!**

### PART 1: BASIC INFORMATION

Please Print Clearly!

1. Your Name:
2. Telephone Numbers (home and cell):
3. Email Address:
4. Date and Type of Event:
5. Event Type (Wedding, Bat Mitzvah, etc.):
6. Name(s) for Cover ( <b>exact spelling please!</b> ):
7. Size of Album:
8. Cover Type (Crystal or Leather):
9. Leather & Gilding Color (choose in studio):

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## **PART 2: GIVING US YOUR PICTURE CHOICES**

You may provide us with your choices by giving us your printed proofs, giving us a written list of numbers or emailing us a list of numbers.

We will need both the image number and the part number for each picture. On the back of your printed proofs, the 4 digit number after DSC or IMG is the picture number. It will also say "P1" or "P2" (etc.) on the back of your proof. This is the part number. If you are choosing pictures from CDs, the folder will be labeled with the part and each individual picture will be correctly numbered.

Please list (or number) your chosen pictures in the order you would like them to appear. This is particularly important for the family pictures. Please note any pictures you would like in black and white or sepia (brownish tone).

Your final list should look similar to this:

1. DSC 0012 P2
2. DSC 4509 P4
3. IMG 7780 P1
4. etc.

Any special effects, retouching or other digital work may cost extra. Please see your contract, or call our studio for details.

**Thank You!**