



Company Details		Date: <input style="width: 100px;" type="text" value=" / /"/>	
Name:	<input style="width: 980px; height: 20px;" type="text"/>		
Address:	<input style="width: 980px; height: 20px;" type="text"/>		
Website:	<input style="width: 980px; height: 20px;" type="text"/>		
Contact Person			
Name:	<input style="width: 280px;" type="text"/>	Email:	<input style="width: 280px;" type="text"/>
Title:	<input style="width: 280px;" type="text"/>	Phone:	<input style="width: 280px;" type="text"/>
		Fax:	<input style="width: 280px;" type="text"/>

No. Of Digital Files:

1. Sent Via:

a) Shipment:

Courier Name: _____ Tracking No.: _____

(Please ensure that your contact details are on all shipped media)

DVD:	<input type="checkbox"/>	No. of DVD's:	<input style="width: 180px;" type="text"/>
CD:	<input type="checkbox"/>	No. of CD's:	<input style="width: 180px;" type="text"/>
HDD:	<input type="checkbox"/>	No. of HDD's:	<input style="width: 180px;" type="text"/>

b) Data Transfer:

FTP: (Please contact JaincoTech to set up an account)

JaincoTech Server

My Server Address:

Username: Password:

2. Requirements (Please indicate with an “X” and specify in detail)

Keywording

Delivery: Excel Spreadsheet IPTC fields Both (IPTC and Excel sheet)
 Other (Please specify) _____

Total # of Keywords: * 20 to 30 40 to 60 50 to 100

* Total number of keywords to be assigned INCLUDING Additional Keywords requested below

Additional Keywords: Synonyms Plurals U.K. English

Captions: Captions provided Include Caption text in keywords
 Additional information (Location, Model Age, etc.) provided separately in:
 IPTC fields Excel sheet

Additional Guidelines: Additional Guidelines attached (Examples provided)

For spreadsheet delivery, please check only one of the following:

- Keywords, Synonyms and Plurals in each particular column. (*Total 3 columns*) or;
- Keywords in one column and Synonyms & Plurals in one column. (*Total 2 columns*) or;
- Keywords, Synonyms & Plurals in one column. (*Total 1 column*)

Additional Instructions: Note: To ensure captioning/keywording is completed as accurately as possible, we recommend that you include with the images (in a spreadsheet or IPTC fields) any relevant information about each image that only you would know, i.e. location, model age, etc., where possible. See Captions subsection above.

3. Final Delivery:

a) Final File Format: JPEG & Compression _____
 PSD Flatten Or Layered
 TIFF Flatten Or Layered

Additional Instructions:



b) Return Shipment Billing Method

- Bill Me** (Add to my invoice)
 - FedEx-Next Day (\$26)
 - FedEx-2 day (\$18)
 - US Mail 2-4 day (\$6)

- Bill My Courier Account**
 - Courier Name
 - Account Number
 - Next Day 2 days Other _____
 - I authorize JaincoTech to use my account above for returning materials.

5) Payment Method (Please select payment method)

- Check** (Included with Batch)
- Credit Card** (Credit Card Authorization Form Enclosed)
- PayPal** (An email link requesting payments will be sent within 12 hours of receiving the Order)

Wire Transfer

(Please complete ALL sections leaving no section empty)

Use N/A if an answer is not applicable and an "X" to select the appropriate checkbox.

CREDIT CARD INFORMATION	
Card Type:	<input type="checkbox"/> MasterCard <input type="checkbox"/> Visa
Card Number:	<input style="width: 100%;" type="text"/>
Expiration Date:	<input style="width: 100%;" type="text"/>
Security Code (on back of card):	<input style="width: 100%;" type="text"/>
Name as it Appears on Card:	<input style="width: 100%;" type="text"/>
Cardholder's Signature:	Date:



BILLING INFORMATION	
Street Address 1:	
Street Address 2:	
City:	State/Province:
Zip Code:	Country:
Phone:	Fax:

Keep this card on file for future payments

- **Check payment:**
Checks payable to JaincoTech US. If paying by check, payment must be included along with the batch.
- **Credit Card Payment:**
Transaction fee of 7.0% applicable on the total invoice value (to be added to the amount of payment due).
- **PayPal:**
Transaction fee of 2.9% applicable on the total invoice value +\$0.30 (to be added to the amount of payment due). Payments by PayPal are suggested if payment due is \$1200 or less. A PayPal link will be sent to you via e-mail. Payments by Credit Card are suggested if payment due is \$500 or less.
- **Wire Transfer:**
Transaction fee of \$35.00 applicable on the total invoice value (to be added to the amount of payment due). Payments by wire transfer are suggested only if payment due is \$1200 or more.

IMPORTANT

Please contact one of the JaincoTech representatives to confirm your order before sending the batch.

gautam@jaincotech.com (US & European Clients)
kevin@jaincotech.com (All other orders)