

## Product Photography Intake Form

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Date

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Agent/Representative Name

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Client Name

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Client Organization/Company Name

### Client Information

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Phone

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Cell Phone

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Email Address

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Address

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City

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State.

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ZIP Code

### Occupation/Business Type

Circle the product package you are ordering:  
Basic -20      Silver- 50      Gold- 100

Circle the type of photography:  
White background   -   Environmental

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Type of product you are submitting

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Branding Color Tones best if #hue is stated  
For environmental photography only

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Other/Special Requests

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Website for branding research  
Or link to what you like

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Previous Customer?

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Referred by



## Product Photography Intake Form

\_\_\_\_\_

Date

\_\_\_\_\_

Company Representative with authority to order

\_\_\_\_\_

Company Name

\_\_\_\_\_

Company Representative contact  
information

### Brand Information

\_\_\_\_\_

Color Tones

\_\_\_\_\_

Mood of product

\_\_\_\_\_

Positioning of product

\_\_\_\_\_

Add any details about your brand / product that you are or would like to convey to your customers

\_\_\_\_\_

City

\_\_\_\_\_

State.

\_\_\_\_\_

ZIP Code

### Special Notations / Brand Comments etc./Style notations

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### Product Inventory

| Name / ID | Description | Special notes |
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## Directions

Please make sure you pack your items carefully and include this whole form within your package so it is identifiable.

Please send the items registered mail signature required and insured.

Upon receiving we will send you a quick inventory of the items received. Once the imagery is photographed we will deliver the images on a USB. Items will be mailed after your approval of the images on the disk this insures if there is any problems we still have the product to correct any issues that might arise.

If you have special instructions please include those as well. If you need additional inventory sent sheets please print out duplicate pages of the inventory form as many as needed.

½ payment is due at the time of the product being sent, the final payment is due when you receive your product back.

At any time you may contact us for any comments questions or concerns you might have.

To save money you can hand deliver the items to our location or arrange a meet up or pick up if you are located in the greater Denver area.

**\*\*\*\*\* PLEASE NOTE\*\*\*\*\***

Return shipping of the product/s are covered up to 25\$ if the items are heavy or bulky there could be additional fees assessed on last invoice.

Sincerely,

Distingue Marketing  
5710 S Ingalls St  
Littleton Co 80123  
[www.DistingueMarketing.com](http://www.DistingueMarketing.com)

303-725-9356

