

THE GICLEE' PROCESS -

If you have a digital file already created:

You may use your digital file if you have one already created. File should be in tiff or Photoshop psd or pdf format. If possible, I would also like to have the original painting to proof to, or at least an accurate color photograph.

If you already have a transparency:

I will scan 4x5" or 8x10" transparencies that you have. Again, I would like to have the original painting to proof to, or at least an accurate color photograph.

Making a digital camera scan:

If you do not have a file or a transparency and you are in the area, I will make a digital camera scan of your original.

Color correcting:

Once the image is captured onto the digital file, I will color correct it by comparing it to the original painting. Please remember that a giclee' is a reproduction , and not an original. Proofs will be as close in color to the original as possible but may not be exact. I will print an 11by 14 proof for your approval and/or changes. If you have changes, I will make those changes and print a second 11 by 14 proof. Once the first, or second, proof has been approved by you and initialed, I will proceed to the printing of your giclees.

Beyond Color Correction (additional image manipulation):

Color retouching, image manipulation, cropping, image clean-up, and anything outside of basic color correction, including any touchup required on transparencies or digital files supplied by clients such as removing scratches and dust spots.

Printing your Giclees:

Once you approve the final proof, we will determine the size of the prints, the number to be printed, and what the substrate will be (canvas or paper). In determining the size of the prints, be sure to allow for margins or borders. It is best to allow 1.5 inches all the way around your canvas prints and 1 inch all the way around for watercolor prints. For example, a 16x20" image on canvas would be printed and priced as a 19x23" print. 24 or 44" widths of paper on canvas and photo paper are available. Watercolor paper is currently only available in a 24" roll. Your price is per linear foot (not square foot), in increments as small as 3" (See the page on Pricing). I will help you fit your prints onto the paper or canvas that creates the least waste and the lowest price. Sometimes, "ganging" or grouping smaller images onto a bigger substrate will lower the price per print. In the case of multiple images on the same sheet, they must be the same image and same size.

Size determination:

You may make your Giclees the same size or smaller than the original painting. Making it slightly smaller “tightens up” the resolution for a cleaner print. Smaller sizes also are less cost to you, and more affordable to the collector. If you wish to diminish the size from the original, the size needs to fall proportionately so that it doesn’t need cropping. For example, an 18x24”original will not reduce down to a 16x20”. You will need to be involved in the cropping decision.

Protective coating:

Once a canvas Giclee is finished, it may be varnished. The canvas I use is water proof as is, but the Glamour Varnish, purchased at www.breathingcolor.com will protect your canvas prints from scratches. This step is up to you. Giclees on paper need no coating since they will be framed under glass.

Time frame:

The turn around time for your Giclees will depend on the orders presently scheduled, with an average time of two weeks.

Shipping: Shipping charges will depend on size, weight, and distance to be shipped. This will be quoted individually. If you are within 1-2 hours from Lake Geneva, WI, consider the drive to pick up your prints.

Payment terms: Once you place an order, I ask for payment of initial setup fee (scans, color correcting). After you approve the proof and prior to printing, I ask for 50% of the total cost of the print order. The remainder of the money owed will be invoiced and due on pickup or prior to shipping. I accept major credit cards and cleared personal checks. If your order is to be shipped, shipment will occur upon completion of payment.

PRICING WORKSHEET

IMAGE TITLE _____

I. CAPTURE IMAGE ONTO FILE

1. Scan 4x5" transparency \$ 30.00 _____
OR

2. Digital Camera Scan of
Original 50.00 _____

(For files supplied on disk, omit this step)

II. SET UP FEE:

Up to 2 rounds of color correcting with one 11 X 14"(approx)
proof per round and archiving
200.00 • __\$200__

III. ADDITIONAL PROOFS:

Additional 11x 14 (approx) proofs with color correcting
50.00 each _____

IV. BEYOND COLOR CORRECTION (additional image manipulation)

Color retouching, image manipulation, cropping, image clean-up, and anything
outside of basic color correction
20.00 per 15 minutes _____

V. PRINTING

Original Art Image size without borders _____

Image size to print _____ + _____ in. border = _____ finished size

1. Watercolor paper

24" Wide @\$24.00/per foot long x _____ ft. length
= \$ _____/print x _____ prints = _____

44" Wide @\$44.00/ per foot long x _____ ft. length
= \$ _____/print x _____ prints = _____

2. Canvas

24" Wide @\$26.00/ per foot long x _____ ft. length
= \$ _____/print x _____ prints = _____

44" Wide @\$47.50/ per foot long x _____ ft. length
= \$ _____/print x _____ prints = _____

3. Photo Paper

24" Wide @\$16.00/per foot long x _____ ft. length
= \$ _____/print x _____ prints = _____

44" Wide @\$30.00/per foot long x _____ ft. length
= \$ _____/print x _____ prints = _____

VI. VOLUME DISCOUNTS

***Discounts apply to current order and are not cumulative.

1. 1-10 Same Image Prints -0-
 2. 11-24 Same Image Prints 7% x _____ prints = (_____)
 3. 25-50 Same Image Prints 15% x _____ prints = (_____)
 4. 50+ Same Image Prints 20% x _____ prints = (_____)
- SUBTOTAL \$ _____

SUBTOTAL \$ _____
5.05% sales tax (Wis)** _____
Shipping & Handling* _____

TOTAL \$ _____

* Dependent on size of canvas and no. and distance shipped.

** If your prints are for resale and you provide us with a Wisconsin sales tax number there will be tax charged to you.

*** About Discounts: Discounts apply to your current order and are not cumulative to future orders. For example, if you place an order for 8 prints of the same image today and then one month from now place an order for 8 more prints of that image, no discount applies.

Discounts apply to individual images. For example, if you place an order for 12 prints of the same image, all 12 prints will receive a 7% discount. If you place an order for 30 prints of the same image you will receive a 15% discount on all 30 prints. However, if you place an order for 8 prints of one image and 8 prints of another image, no discount applies.

Kristen westlake •• P.O. Box 1109 Williams Bay, WI 53191 •• (262) 245 - 9113

GICLEE JOB ORDER

(Please print clearly)

NAME _____

ADDRESS _____

_____ ZIP _____

DAYTIME PHONE _____
(____) _____

Title of Artwork _____

I will deliver ____ (or) send original to you for proofing. (Or) I cannot supply original _____
Print onto _____ Paper (or) _____ Canvas (and) Leave border of _____ inches all around
Size of original image _____ Print same size _____ (or) Decrease image size
to _____

(Make sure size decrease is done proportionately, or we will need to crop and will need your approval)

SET UP FEES: (STEPS I – III)

I. Transparency supplied for scanning _____ @ \$30.00 \$ _____

OR

II. You do camera scan of original _____ @ \$50.00 _____

III. Color Correct & supply 11 x 14 (approx) proof @ \$200.00 Required step •• \$ 200.00

IV. Additional Proofs _____ @ \$50.00 _____

V. Beyond Color Correction (additional image manipulation) @ 20.00 per 15 min _____

VI. Supply full size proof _____ @ \$ _____ (same price as 1st print) _____

VII. Number of prints _____ @ \$ _____ (See pricing sheet) _____

Discounted prints _____ @ \$ _____ (See pricing sheet) _____

(If you need help on layout and per print pricing, please call first)

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X. I cannot pick my prints up, please ship them: need price quote _____

SUBTOTAL \$ _____

*5.05% Sales Tax (Wisconsin Residents only) \$ _____

TOTAL \$ _____

*Sales Tax: if your prints are for resale and you provide a Wisconsin sales tax number there will be no tax to you.

Method of payment:

The set up fee (scans and color correcting) is due up front. Prior to printing your order •• of the total print cost is due. The remainder of the money owed is due upon pickup or prior to shipping of your giclees. I accept major credit cards or cleared personal checks.

Additional charges:

Once we start a job, there may be additional charges incurred such as extra retouching and cleanup or extra proofs needed. We will advise you before incurring any extra charges to get your approval.

Shipping (if needed) will be quoted ahead of time based on the size of your prints, the number of prints, and the distance to ship.

There is no minimum quantity requirement for orders. For reorders of a print, the only charge incurred will be the price of the printing. The set-up charges are a one-time fee. Please see pricing sheet for

discount information. Discounts apply to current order and are not cumulative to future orders. Discounts apply to individual images. ***

For any questions when figuring an order, call Kristen at (262) 245-9113 Monday through Friday.

BY: _____ Date: _____

*Release statement - only necessary if you do not wish to receive and approve proofs. Artist approves the color corrected proof(s) based on the giclee artist's approval. By signing this statement

I agree to allow my color corrected proofs to be approved by the giclee printer/artist, Kristen Westlake. I

agree that Kristen Westlake will approve the proof when it is to her satisfaction and I give her this right,

thus giving her permission to print the final print(s) based upon her approval of the proof.

(Please sign)