



New Leaf Distributing

Graphic Editing Services Request Form

Charges—

\$60 per hour editing fee charged in 15-minute increments to edit an image such as a book or calendar cover, an already existing ad or a partially constructed ad or flyer. **Agreements made with your Buyer or other New Leaf representative can supersede these cost arrangements.**

What we need from you—

- 1) Submit by email, or on a PC compatible disc, your image or graphic and a description of the edit service needed (change of text or date or alteration of image, etc.) to New Leaf's Graphics Dept. for a cost estimate.

graphics@newleaf-dist.com **or**
 Promotions Dept c/o New Leaf
 401 Thornton Rd Lithia Springs GA 30122
 Fax 770-944-2354

- 2) Upon receipt of cost estimate: fill out this form and submit it with your payment information to the same address above. Payment for edit service is needed before work can begin. **If multiple ads or images need work you will be charged for each individual ad, flyer or graphic that needs work.**

What you will receive from us—

One free proof and edit emailed to you. **Further work will be charged at \$60 per hour in 15-minute increments** beyond the first requested change after first proof.

An emailed copy of the finished art or graphic. Art supplied to you in any other electronic format (disc mailed or shipped) will incur a \$10 fee for handling and postage. All discs will be sent in PC, not Mac, format.

Contact Information—

Vendor Name/ Code _____

Contact _____

Phone _____ Fax _____

Email _____

Payment Method cc# _____ ck. \$ _____

Other _____

Description of edit services _____
