



P H O T O I M A G I N G

**FLAT ART "MAKE READY" EVALUATION & QUOTATION SHEET**

Date:

Order #:

Rec'd Date:

Name:

Telephone:

Est'd Completion Date:

<input checked="" type="checkbox"/> <b>Make-Ready Evaluation</b>	<b># of Art Items</b>	<b>Make Ready Time Each</b>	<b>Line Total</b>
1. Glass covered, metallic, highly reflective			
2. Masking at art surface for cropping			
3. Defects or embedded debris			
4. Textures and relief deeper than 1/32" causing shadows			
5. Overlays			
6. Unusually high or low contrast			
7. Fabrics or unusual textures			
8. Wet or unfixed pigments and colors or unusually delicate art that cannot withstand normal handling			
9. Removal and replacement of frames			
10. Multiple panel art			
11. Oversize art not prepared for hanging flat			
12. Oversize, very heavy or very deep frames			
13. Oversize or difficult to handle books			
14. Other:			
Total Make-Ready Hours			
Make-Ready Fee = _____ Hours @ \$75/hr			
15. Special Materials	Special Materials		
Tech: _____		TOTAL Make Ready Fee	
<b>Approved By:</b>		<b>Date:</b>	

**Notes:**

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