

**SERVICES GUIDE**

KEY	COMPULSORY	x	COLLECTION	ALBUM	ASSEMBLY ONLY	PRINT AND BIND
	OPTIONAL	✓	PRO	STYLA	✓	✓
	NOT AVAILABLE	NA		PRO BOUND	✓	✓
				ART	✓	✓
				E	x	✓
			KOMPLET	FUSION	NA	x
				DIGITAL	NA	x
			STUDIO	CLASSIC FOLIO	NA	NA
				STUDIO ART	NA	NA
				PEEL N STICK	NA	NA

**ASSEMBLY SERVICE**

Jorgensen's assembly service is designed to ensure that you, the professional photographer, are presented with a finished product ready to present to your clients.

Over 25 years of experience in the album industry ensures that your album will be assembled to the highest standard each and every time.

**PRO COLLECTION**

When you order an assembly service for any album in the Pro Collection please ensure the following steps are completed:

1. In JAD under <Album>, <Order>, 'Special Instructions' please indicate that you wish Jorgensen's to assemble your album.
2. Please provide us with an overview of your Album layout to ensure that we assemble the album in the correct order. Any alterations can be timely and disappointing to both yourself and, most importantly, your client.

Please quote your JAD order number when you send this to us.

\*NOTE: All E Albums must be assembled by Jorgensen's.

\*NOTE: All Edge to Edge Prints in any Pro Bound, Styla or Art Album must be assembled by Jorgensen's.

**KOMPLET COLLECTION**

When you order an album from the Komplet Collection an assembly service is included in the price.

**STUDIO COLLECTION**

Not available.

## PRINT & BIND SERVICE

Jørgensen's Print and Bind service is the perfect service for the busy professional photographer or studio.

We recommend the following steps are completed prior to ordering our print and bind services:

- \* Adjust your monitor to ensure the settings are sRGB at 300dpi.
- \* Send us an image to get a test print done. Ensure the image is a JPEG, sRGB at 300dpi.
- \* Once you receive the print compare the on-screen image with the one we have supplied. In most cases, if you have a properly calibrated monitor no further adjustments would be necessary.
- \* If you need to, adjust your monitor settings so that the on-screen image and the hard copy we have sent you match. Save this setting!

### PRO COLLECTION

When you order a print and bind service for any album in the Pro Collection please ensure the following steps are completed:

1. In JAD under <Album>, <Order>, 'Special Instructions' please indicate that you wish to use Jørgensen's print and bind service.
2. Please provide us with an overview of your Album layout to ensure that we assemble the album in the correct order. Any alterations can be timely and disappointing to both yourself and, most importantly, your client.

Please quote your JAD order number when you send this to us.

3. Please provide us with your images via FTP, USB or CD/DVD.

Please quote your JAD order number when you send this to us.

\*NOTE: We will assume all images provided to us are required to be printed in Lustre Print unless otherwise specified (excluding Acrylic photo covers which are always printed in Metallic).

### KOMPLET COLLECTION

When you order an album from the Komplet Collection a complete print and bind service is included in the price.

When you order your Komplet Album through JAD all images and album layouts will be sent to us without any further action required by yourself.

### STUDIO COLLECTION

Not available.

**IMPORTANT NOTE: Should you wish to use Jørgensen's Print and Bind service we recommend you read the following carefully to ensure that you and, most importantly, your client, are happy with the finished album.**

1. When you order our print and bind service, it is YOUR responsibility to edit and proof your files against our printer profiles, and ensure they are ready to send to our printer.
2. We will not modify your image files in any way. Charges will be incurred for re-prints.
3. Always install our lab profile and soft-proof your images on a calibrated monitor and ensure they are flattened JPEGs, sRGB at 300dpi before uploading them for printing.
4. For more information on our colour profiles please visit our professional site at [www.jorgensenalbums.com](http://www.jorgensenalbums.com).