



Copy Picture Specifications & Agreement

Vantine Imaging does not recommend using copy pictures, photographs other than those taken by photographers employed by Vantine Imaging. In copying, cropping and attempting to match the backgrounds to our photographs, the quality, clarity and inconsistent color may dramatically detract from the overall appearance of the composite. Our experience has shown that organizations are rarely pleased with the results.

The following specifications are MANDATORY for the use of any copy picture. Photographs that fail to meet these specifications will be returned to you and the member will be either OMITTED or LISTED AS NOT PICTURED, in keeping with your original instructions.

- The picture MUST be a 3x5 color print with a MEDIUM GRAY background.
- The photograph MUST be a smooth finish; matte or textured photographs will not be accepted.
- The head size MUST be 1 3/4" from the top of the hair to the bottom of the chin.
- The torso MUST be visible from the neck to the elbow.
- The background MUST allow ample space for cropping.
- The member must be photographed in the same attire as specified by your organization such as: Drapes, Tuxedos, Special Ties or Jewelry.
- Identification for each photograph MUST be provided.
- Their name and academic class year MUST be included.
- The following authorization MUST be signed and returned to Vantine Imaging by the officer in charge.
- All copy pictures MUST include a written copyright release, required by law, from the studio or company that is supplying the print or image, authorizing Vantine Imaging to use the photograph. (See form below)
- Payment of \$50.00*, for each copy picture, MUST be included with the copy picture, copyright release and signed authorization.

The following is the criteria if submitting the "copy pictures" in a digital format.
Minimum File Size Requirements:

- Height 1000 pixels
- Width 700 pixels
- at 72 dots per inch
- JPEG file at Maximum Resolution with total file size of at least 1 Mega Byte burned to a CD.



We recommend that you **Mail** the photographs/files & appropriate releases via Federal Express, UPS or USPS Express Mail (for tracking purposes) to:

Vantine Imaging
PO Box 220
5000 Wings Way
Hamilton, NY 13346.

Please remember to name the images for proper identification.

****Files emailed may not be accepted due to size and resolution standards.**

*The \$50.00 fee is the **minimum** fee assessed for use of a copy picture. Additional charges may be assessed upon receipt and review of the photograph/image depending upon the quality of the image submitted.



VANTINE IMAGING, LLC WILL NOT BE HELD RESPONSIBLE FOR THE QUALITY OF THE REPRODUCTION OF ANY PHOTOGRAPH SUBMITTED BY THE ORGANIZATION FROM A SOURCE OTHER THAN VANTINE IMAGING.

VANTINE IMAGING WILL NOT AUTHORIZE THE USE OF A COPY PICTURE UNLESS A SIGNED CONTRACT IS ON FILE FOR THE NEXT SCHOOL YEAR.

Authorized Signature & Title: _____

Print Name: _____ Date: _____

Daytime Telephone Number(s): (____) _____ (____) _____

COPYRIGHT RELEASE

NO PICTURE CAN BE REPRODUCED IN ANY FORM WITHOUT EXPRESSED WRITTEN CONSENT. Production of your composite could be delayed until permission is received.

Date: _____

TO VANTINE IMAGING:

You have my permission to reproduce the pictures of: _____

Name of Subject(s)

to be used on the composite being produced by Vantine Imaging for:

(Organization) (School/University)

(Signature)

(Name of Studio/Photographer)

(Address)

(City) (ST) (Zip)

RETURN THIS FORM with the appropriate prints/images to:

**P.O. Box 220, Hamilton, NY 13326
www.vantine.com 1-888-639-9806**