

Prima Fiore Digital Wedding Albums  
Checklist

Studio Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Date Sent: \_\_\_\_\_

Bride's married name: \_\_\_\_\_

Groom's name: \_\_\_\_\_

Wedding Date: \_\_\_\_\_

Date Order Sent: \_\_\_\_\_

Sent Online or CD: \_\_\_\_\_

Used LabPrints to build pages? \_\_\_\_\_

LP/DP2 Order # (LAB USE ONLY): \_\_\_\_\_

Rush? \_\_\_\_\_

Album Size(s): \_\_\_\_\_

Number of half pages (sides or pages e.g. 10x10) (if applicable): \_\_\_\_\_

Number of spreads (span across two pages e.g. 10x20): \_\_\_\_\_

Contact sheet provided (Lab can provide for \$12)\*: \_\_\_\_\_

Black pages provided for front and back\*\* \_\_\_\_\_

Cover: Square Cutout Size (\$15): \_\_\_\_\_

Cover image sent with order? \_\_\_\_\_

Cover Material (Leatherette, Buckram, Leather, Tapestry): \_\_\_\_\_

Material Color (number for Tapestry): \_\_\_\_\_

Cover Title (e.g. Our Wedding, Wedding Memories, Our Love Story): \_\_\_\_\_

Cover Inscription (as printed): \_\_\_\_\_

Inscription Color (Gold, Silver, Blind Embossed, Black): \_\_\_\_\_

Inscription Font (Bold, Script): \_\_\_\_\_

Gift Boxes? \_\_\_\_\_

Things to Remember before sending the spreads:

Images scanned at high enough resolution?

Images retouched or need retouching from lab?

Image effects applied or need to be applied (bw/toning)?

Image file paths have not changed?

\*Contact sheet must contain clear copies of each page/spread and the page number it will be in the album. Can be faxed/mailed/emailed to Polo Imaging with the order. Please call for assistance. Polo can provide this for \$12.

\*\*First and last pages should be square. If the album is designed using only spreads, square pages will need to be added. Pages can be sent with order or Polo can print them for you (\$5 charge per page 10x10 and smaller; \$7 per page for 12x12). Polo prints solid black pages as end pages.