

DIGITAL PHOTOS

To submit a photo you must:

- Indicate in the Photo Box on the right-hand side of the order form that you are sending a photo.
- Save the photo as the store Purchase Order Number (don't forget to include a file extension).
- Include a Purchase Order Number in the top right hand box on the order form.
- Email the photo to photos@whitneyenglish.com using the store Purchase Order Number as the subject line.

Photos should be submitted in the .jpg file type, in raw, unaltered form. Photo resolution should be 300 dpi and the photo file should be saved as the store Purchase Order Number. Please reference this Purchase Order Number in the body of the email as well. Please note: we cannot guarantee quality of photos less than 300 dpi.

Please Note:

- All photo card orders will receive a FREE proof as confirmation of your order. If you have not received a proof within 48 - 72 hours, please email customerservice@whitneyenglish.com to check the status of your order.
- Whitney English, LLC reserves the right to crop or make slight adjustments to your photo for best appearance. You may use the wording shown, or take inspiration from the list of suggested greetings found in the front of the Holiday album.
- We do not make physical changes or touch-ups to the photograph. Photos can be converted to black and white or sepia for a \$25 charge per photo.
- The quality of the finished product will greatly depend on the quality of the submitted photograph.
- By submitting your photo, you certify that you either own the image or have permission from the copyright holder to reproduce and distribute the image, and that reproduction will not violate the rights of any other person. Whitney English, LLC will not be held legally liable for photo-related issues.
- We recommend reminding the customer of the matte nature of our paper and printing process. Photo cards are printed on 100 pound matte paper. Photo cards are NOT available in a glossy format.

Glossary:

DPI: Dots per inch. A measure of resolution used for printed text or images, the more dots per inch, the higher the resolution.

File extension: The suffix at the end of a filename indicating what type of file it is. For example, in the filename "myphoto.jpg," the part after the dot ("jpg") is the file extension.