

Company Information:

Company Name:
Contact Name:
Contact Company Title:
Email:
Phone:
Date:

Retouching Questionnaire:

1. What is the expected number of images per month?
2. What is the normal turn around time needed once images have been received?
3. What is the preferred method of delivering images (wetransfer, dropbox, ftp, proprietary software, ect.)
4. Are your images captured in-house or through an agency?
5. Will there be mark ups on each image?
6. Will there be revision requests after delivering (assuming retouching was done as instructed)?
7. Do images need to be renamed?
8. What is the size of delivered images (pixel dimension and ppi)?
9. Do images need to be cut out and put on white, desaturated background, or are they shot with correct background?
10. Are products shot on model, mannequin or flat?
11. Do any garments need to be lengthened on the model?

12. Do garments need to be color corrected (do photographers provide separate image for correct garment color)?
13. What needs to be removed from model's skin? (tattoos, scars, stretch marks, cellulite, skin discoloration, ect)?
14. Do any labels need to be removed from garment styling pieces?

Scope of retouching required

In your best judgment, please rate the level of retouching needed with 1 being the least amount and 5 being the highest.

1. Skin ____
2. Hair ____
3. Clothing ____
4. Background ____

Cropping Standards

Do you already have standards on how images are cropped?

If so, are you able to provide a pdf of how images should be cropped based on the type of garment?

Is there is anything else that we should be aware of?