

**DSWPS PORTFOLIO BOOK
QUESTIONS AND ANSWERS FOR CLIENTS**

I've just dropped off my artwork to be photographed ... now what?

About Your Images

Q: What will I be getting when I pick up my artwork?

A: You will receive a CD with images of your artwork and an index print showing thumbnails of what's on it. The images will be in JPEG format and sized for emailing and for many show entries. You can insert the CD into your computer to access the images or lend it to someone to view your artwork.

Q: Can I have additional artwork added to the CD?

A: Yes. Bring your CD along with the additional artwork to be photographed. The new images will be added to the disk and you will receive an updated index print.

Q: Do you keep the images on file if I need something else in the future?

A: Yes. Images of your artwork are kept on file in the original high-resolution format at no additional cost. With just a phone call, you can order a CD or slides for a show entry, portfolio or fine art prints, or an image in a different format.

About Your Submission

Q: What else do I need to do to submit my artwork for the book?

A: You will need to mail your Submission Form and the \$20 fee by the July 31 deadline. Be sure to complete the information about each work you are submitting, including the title (as it should appear in the caption). You can leave the image file name and the photographer information blank.

Q: How will my images be submitted? Is there additional cost?

A: Once your Submission Form is received, your images will be automatically submitted to the Editorial Committee for their review at no additional cost to you.

Q: Can I drop off the Submission Form when I pick up my artwork?

A: Yes. You are welcome to drop off your Submission Form when you pick up your artwork. Otherwise, you will want to be sure to mail it by the July 31 deadline.

Q: Do I have to write a separate check for the submission fee?

A: No. You can pay the submission fee by cash, check, money order, or credit card (MasterCard[®], Visa[®], or Discover[®] cards) at the same time you pay for your images.

For more information, call 248-398-6119, email DSWPS@PortfoliosForArtists.com, or visit www.PortfoliosForArtists.com