

Zookbinders®

Preparing Prints for a Matted Album

The Photographs - All prints should be sent to us as clean as possible without any stickers or other markings on the back.

Lacquering & Artwork - All prints are lacquered with a protective coating. We use a water-based, environmentally friendly, clear lacquer, which will not noticeably alter the finish on your prints. In special instructions, please indicate all photos that have any print enhancement (dyes, etc.). If prints have an uneven “sheen” or dull spots, due to artwork, those areas will appear in the album the same way they arrive at Zookbinders. If artwork is not indicated in special instructions and is accidentally removed by Zookbinders during production, Zookbinders will assume no responsibility for the cost of the print and/or artwork.

Sequencing - In a mounted album, you determine the layout of the prints by lightly numbering the back of the photographs by the page sequence (e.g. 1, 2, 3 etc.). Refer to our Frame Code Booklet to follow additional layout positioning (A, B, C, etc.). Always use a 6B pencil (which we supply at **no charge**) to number the prints in the center on the back. NEVER use ink, marker, stickers, or anything else to number prints and be sure that all negative numbers or other markings are done in pencil.

Filling Out The Order Form - The Matted, Flush, & Zook Book albums each have their own order form, so be sure to use the correct one. There is a sample of a completed matted order form on the back page of your frame code booklet.

Packaging for shipping - Prints are to be kept in order with the first photo turned over so that it faces print #2. All other prints should be packed with the image facing up. When sending orders with multiple size photos (e.g. 8x10's & 5x7's), each size MUST be packed within the same size cardboard, keeping the photos in sequential order. We recommend, “sandwiching” each set of prints between 2 thick cardboards with rubber bands that we supply at **no charge**. Please always use the cardboard that we provide at **no charge**, and NEVER use corrugated cardboard for packing photos as it will leave indentations in your prints. For multiple size orders, place the smallest size “sandwich” on top of the next largest size and rubber band the entire order together with the order form on top. Then wrap the prints with bubble wrap or other sturdy packing materials (no “peanuts” or “chips” please), and pack them securely in a carton. When packing multiple orders in the same carton, be sure that each order has a separate order form. With panoramas, we recommend sending them in sturdy “flat” cartons, packed with thick cardboards on the top and bottom to prevent the carton from bending or panorama tubes that we supply at **no charge**. Please view our “5-minute order preparation video.”

Photograph Quality - We will notify you if a photo is received damaged from shipping. We do not review each individual photo for dust spots or imperfections from printing or the negative. Be sure to carefully review your prints before sending them to us.

Non-lab Produced Prints - Zookbinders only accepts lab produced photographs. We have done extensive testing and have found that only lab quality photos work best with our production process, therefore **we cannot accept ink jet prints of any kind**.

Although we will accept metallic prints, we strongly discourage using them as the lacquer will hide the metallic properties of this paper.

We do not accept dye-sub prints.

Cameos - Are recessed photos cut into the album cover. We offer over 40 options, which are listed in our 2005 catalog. We also display our cameo option on the cover sheet of our new album order forms. To order a cameo, check the box of the size you would like, and be sure to send the photo with “cameo” written on the back in pencil.

Imprinting - We offer Italic style imprinting for the lower right corner of the album cover. If there is a cameo, the imprinting is centered underneath the photo on square albums and in the lower right on rectangular albums. Standard Title Designs such as “Our Wedding”, “My Bar Mitzvah” and “My Bat Mitzvah” should be ordered as a Title Design or Monogram to be printed in the upper center of the album. All imprinting is priced per line; see our price list. 2 “tooling lines” on the spine are also offered at **no charge**.

Studio Stamping - We will print your studio name on the inside of the front cover. If you'd like your logo imprinted, send us a piece of black and white camera ready artwork, and for \$30 we can have a die made for you. Once we have the logo on file, write “Use Studio Die on file” on the order form and you'll only pay for 1-line of Studio Stamping.

Slip Cases - Slipcases are decorative leather boxes that are made to house one or more albums. They are made with the same color leather as the album and are available for single or multiple volume orders. See the back cover of our 2005 catalog.

Matted Albums

General Information – From Photojournalism to Traditional, create the look you want with over 300 page options, including our signature special effects. Photos are hand-mounted into recessed mat openings, and bound in a genuine leather cover.

Numbering Prints - When numbering prints for a Matted Album with more than one photograph on a side, each print will have a number AND letter designating the position of the print. For example, if there are (4) 4x5's to be mounted on side 13, they would be numbered as 13A, 13B, 13C & 13D. For proper numbering of all photos, please refer to our Frame Code Booklet.

Page Layout Options - To help facilitate the ordering process, our Square Frame Code Booklet is color coded by the format you shoot with, and the size of the finished prints you send. For example, all pages with square photos are **YELLOW**. All pages with 35mm photos (3½ x5, etc.) are **PURPLE** and all other rectangular photos are **TEAL**. You'll notice that each frame choice has a code, which is to be written on the order form next to the sequence number. For example, if you'd like to mount an 8x10 Vertical print on side 1, enter the code "1-810-V," next to sequence #1 on the order form. For more information on sequencing, see the sample matted order form on the back of our Frame Code Booklet.

Trimming - In a matted album, we machine trim each photo up to 1/8" from all 4 sides (e.g., the final size of an 8x10 print is 7¾ x 9¾). If there is a print that needs special trimming there are 2 options:

- **Option 1:** Zookbinders will hand-trim up to 5 photos per order at no charge. For this service you must note exact trimming instructions for each photo and package all photos to be pre-trimmed together.
- **Option 2:** You can trim them yourself by using a professional trimmer (we recommend a Rotatrim which can be purchased at a photographers supply house). It is imperative that you cut them to the exact final sizes listed below. If photos are not trimmed evenly or not to the right size, the 1/8" liner that surrounds the photo will appear uneven; which looks very unprofessional. Please note that if prints are pre-trimmed by you, Zookbinders will not attempt to correct them if they are cut wrong.

NOTE: NEVER trim shapes before sending to Zookbinders.

Final Sizes for Matted Album Photos

Mat Opening	Final size	Mat Opening	Final size	Mat Opening	Final size
2½x3½*	2-1/4 x 3-1/4	5x5	4-3/4 x 4-3/4	7x10	6-3/4 x 9-3/4
<small>*We cannot accept die-cut wallets with rounded corners.</small>		5x7	4-3/4 x 6-3/4	8x8	7-3/4 x 7-3/4
3½x5	3-1/4 x 4-3/4	5x10	4-3/4 x 9-3/4	8x10	7-3/4 x 9-3/4
4x5	3-3/4 x 4-3/4	6x8	5-3/4 x 7-3/4	8x12	7-3/4 x 11-3/4
4x6	3-3/4 x 5-3/4	6x10	5-3/4 x 9-3/4	10x10	9-3/4 x 9-3/4

For any questions about trimming, please call customer service

Creative License -In an effort to eliminate delays in production, unless you denote otherwise, we will take "creative license" with regards to special effects (Puzzle Pages®, Pinwheels, Composites and Panoramas). We feel this is a win-win situation that will help us to process your orders more quickly as well as meet our common goal of quality albums at a fair price.

- **Shapes** – If a requested shape (oval, circle or octagon) does not work as ordered (e.g., cropping is too tight), we will keep it as a rectangle or square. Please note, we will not call you if we need to make this change.
- **Pinwheels** - We "size" the center photo of your pinwheel to 'best fit' the accompanying photos. We try to cut the center photo to an oval, but may cut it to a rectangle or square if necessary.
- **Composites** - Due to the size, cropping, and composition of photographs that are submitted to us for composites, they occasionally pose a problem. To "make it work," whenever necessary, we may change the size or position of the photos for the best composition.

Invitations in Matted Albums - We will custom cut a mat opening to fit an invitation. We cut a mat opening slightly larger so the invitation will be recessed into the mat, just like a photograph. We do not mount invitations with ribbons, beads or other protruding objects, and please send an extra invitation if possible. The album will open with the invitation on the first right side (side #1). You may begin the photos on side #2 or have a blank on side #2 and begin the photos on side #3.

Half Panoramas - Half Panoramas are “full bleed” (Flush) pages in Matted Albums. They are especially effective as the first print in the album or as 2 separate prints facing each other.

Panoramas - Panoramas are full page spreads that add tremendous impact to Matted Albums. We cut the large print in half and then mount it leaving less than 1/16” of space between the 2 halves. Sometimes, the center split cuts an important part of the image. In such cases, we will shift the photo and offset the space with a “pano strip” (made of the same material used in the pages) on one or both ends. There is no charge for a “pano strip.”

With ¾ panoramas, we sometimes need to take creative license in switching your smaller side photos to the opposite page than ordered depending on the location of the split. If a panorama needs to be shifted, or side photos switched, we will add “pano strips” as needed, and make the required changes to avoid any delays. Once again, there is no charge for “pano strips.” Panoramas should be numbered as 2 prints (e.g. sides 12 & 13) and MUST start on an even numbered page. Be sure to write the sequence numbers, your account number and order form number on the back of all panoramas.

Panorama Sizes for Square Matted Albums

Album Size	Full Panorama	¾ Panorama	Special Top/Bottom Panorama	Special Center Panorama	½ Panorama
8x10/10x10	12x24	12x18	7x24	12x12	12x12
6x8/8x8	10x20	10x15	N/A	N/A	10x10
4x6/5x7	9x18	N/A	N/A	N/A	9x9
3½x5/4x5/5x5	7x14	N/A	N/A	N/A	7x7

Panorama Sizes for Vertical Matted Albums

Album Size	Full Panorama	½ Panorama
10x15	15x20	10x15

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