



(727) 537-9677 • www.ProdPhoto.com • 540 2nd Ave S #204, Saint Petersburg, FL 33701

Guidelines for product samples.

By following these instructions we hope to avoid difficulties and production delays and save you any avoidable delays or costs related to re-work. We want to produce high quality images that will delight you and your clientele. The first step is in careful choice of the product samples.

1. Carefully inspect your sample candidate for any packaging defects like creased or crooked labels. Dis-coloration, bad printing, cracks, scratches or other marks. Color casts caused in manufacturing of “white” plastic bottles is very common. **Even very small defects will become extremely visible to the camera** requiring additional post processing or even a re-shoot.
2. In some cases, additional loose labels may be requested to replace poorly applied machine labeling or additional samples may be required under special circumstances.
3. Apparel check for even stitching and other material defects that may cause the garment to “hang” strangely or have odd unexpected folds. Please include only small and medium adult sizes, or medium to large child sizes, and any special care instructions as we generally have to press or steam wrinkles out of the garment after delivery.
4. Jewelry must be cleaned prior to packing and separated (individual poly bags for example).
5. After the best samples have been chosen, pack item(s) with an inventory list in to an approved box in cushioning wrap to prevent any damage during shipment. Garments may require some additional care when folding. Please avoid the use of padded shipping envelopes. They afford little protection especially in circumstances where more than one sample is being shipped. Include return post paid address label(s) for any samples which are to be returned (UPS/FedEx customers include an additional \$14¹ check for carrier pick up fee). Product sent without return postage arrangements will not be shipped, however items can be picked up from the studio after the project has been completed².
6. Ship to 540 2nd Ave S #204, Saint Petersburg, FL 33701. Email us at msrichter@gmail.com along with the shipping details, manifest listing of the package contents, and your contact information.

In addition please note: We remove any external shrink wrap or product safety wrap plus garments may be damaged when being pinned to mannequins possibly rendering samples unsuitable for resale.

¹ Make check payable to Michael S Richter

² Items not picked up beyond 48 hours may incur a storage fee of up to \$35/day.