

Guaranty

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Other Conditions of Service include

Payment & Delivery:

- 50% in advance, balance due upon delivery
- minimum order is \$200
- normal keywording service is delivered 30 days after receipt of images
- rush keywording service is delivered within 14 days after receipt of images (or faster if specially arranged)
- service blackout dates (no keywording done) during CEPIC conference, PACA Int'l Conference, Picturehouse-New York and PhotoPlus-New York. Delays may occur around these dates.

Standard Deliverables Include:

- tab-delimited, Excel or Filemaker format
- a brief caption (1-8 words)
- 10-50 core keywords for Root Words Only and 20-200 keywords for the Root+Synonyms style

Requirements:

- submitted image size must be between 450 pixels and 1,024 pixels on the longest side
- **descriptions of anything not obvious in the image must be supplied before keywording in the caption. Ask for a special price quote if detailed research is required for keywording.**
- for submitting to GettyImages.com® or Alamy.com®, please submit known information in advance, preferably in their Excel format, including, age range and ethnicity.
- image delivery to us can be via FTP or CD/DVD
- you must advise us when you have uploaded images into our FTP site
- communications should be to dfabricius@keywordcompiler.com and dfabricius@stockmedia.net

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