

Digital and Optical Catalog of Services For Professional Photographers



2008

Phone 440-205-0420 Fax 440-205-0442

**8250 Tyler Blvd. - Mentor, Ohio 44060
WWW.SKPIIMAGINGLAB.COM
Email: SKPLABINFO@AOL.COM**

Mission Statement

For every client to know that they have been provided the best quality photography services available.

To employ the best professional practices with honesty and commitment.

To develop partnerships with clients, so that they know their photography needs are being met.

To apply all my working knowledge and experience to each job, so that every job is a success for my everyone.

Never to let photographic equipment stand in the way of a great photograph.

To be an educated, proper, and respectful representative of the photography industry.

Provide photography/lab services to accurately record life's events; to be shared and viewed for generations.

Treat each client with respect, understanding, and professionalism, while building an excellent rapport.

Maintain exceptional quality standards.

Remain competitive in the market place by continually examining our procedures and costs.



Ron Kotar - Co-Founder / President

Welcome to SKP Photo and Imaging Lab. From the start in 1991, SKP was founded to better serve the studio photographers around the Cleveland area. Looking back, 1991 was no different than today. We faced many changing technologies and the advanced automatic 35mm cameras. The photographers had new competition and professional labs felt a new competition in the small local lab doing prints in an hour. Change is good and must happen for betterment of our society and our profession. Change brings new challenges, with these new challenges we must embrace change and adapt our thinking and our product lines to meet the ever changing needs of our clients. While we have new product to offer because of digital, we are capturing on digital chips instead of film, glass plates, or tin types, we must not forget the end result is pleasing our clients with a quality product, quality service, and treating each other with the respect we both deserve. I run our business on these premises and want you to know we will work honestly and fairly with you to give you and your client the best possible product from your images.

General Information

Hours of Operation

Monday through Friday 9:00am to 5:30pm Saturday and Sunday Closed (Regular Hours)
Monday through Friday 10:00am to 6:00pm Saturday and Sunday Closed (Winter Hours)

Paper

Digital Images - SKP prints on Fuji Digital Crystal Archive Paper. We offer Fuji's lusture surface. This is the industry standard finish for Portrait, Event and Wedding Images. Fuji's Metallic Pearl Glossy paper is also available. It was developed exclusively for digital output, and yields high quality glossy prints with a distinctive pearl-like apperance, making it ideal for commercial, portrait, and fashion photography.

Terms and Conditions

Weekly Credit Card Account

The Weekly account is for approved accounts who exceed approximately \$5,000.00 annually. A statement is produced every Saturday for all orders completed and shipped by the end of the buisness day on Friday. An automatic charge will be billed to your Visa, Master Card or Discover Card.

COD Account

This account is for clients who fall below the \$5,000.00 annual qualifier for Credit Card Open Accounts.

Per Order Credit Card

Invoice totals are billed and charged to your credit card account when shipped or picked up.

Credit Cards declined more than twice in a calender year will be placed on a COD account basis. If your card is declined, your order will be shipped on a COD Basis plus the COD Fee.

Order Terms and Agreement

Submitting files or negatives to SKP Photo and Imaging Lab for prints or other photographic services constitutes an agreement for payment of services. If any indebtedness incurred pursuant to charges for professional services not paid in full when due, the client who submitted work in person or electronically agrees to pay all cost of collection, including attorney fees. Any balance remaining unpaid after the 10th of each month shall bear interest at the rate of 2.0% per month or the maximum rate permitted by Ohio law, until paid in full. All work after 30 days will be done on a COD basis.

Returned Checks

A \$25.00 fee will be charged for returned checks necessitating a Cash Only status on the Account.

Ohio Sales Tax

All orders under the laws of the State of Ohio must be taxable unless a exemption form is on file.

Shipping

All orders over \$25.00 will be shipped at No Charge (UPS GROUND)

Next day and two day air available at normal UPS and Fedex rates

Minimum Order - The Minimum charge for any order is \$5.00 unless noted otherwise.

Previous stored orders at SKP have a \$2.00 minimum (orders stored for 30 days.)

Services Not Listed

For services not listed, please call our customer department. We will advise you on associated charges or recommend you to a vendor who can help you.

Limit of Liability and File Storage

Every precaution is taken to ensure the safety of your digital files and film. Unfortunately, even with the best operators and current and well maintained equipment, human and mechanical error is possible. Submitting any film, print, slide, negative, or digital file to SKP for processing/handling constitutes an agreement by you that any damages or loss by SKP Photo and Imaging Lab, subsidiaries or agents, will only entitle you to replacement with a like amount of unexposed film and processing, or the equivalent there of. Except for such replacement, the acceptance of the film, print, slide, negative, or digital file by us is without warranty or liability, and recovery for any incidental or consequential damages is excluded. Dye used in color materials may change in apperance over time. Digital Files and/or Film Scans are stored for 30 days. SKP Photo and Imaging Lab is not responsible for storage. All files submitted should be a duplicate of the original copy.

Lab Color or Studio Color

Lab Color:

SPK's Lab color is all inclusive. We will have our expert staff with 17 years of color and density evaluation experience bring out the best in each file. Send us the order and leave the rest to us. Orders are printed Lab color unless Studio color is noted in the Workstream special instructions box at time of order submission.

No split orders.

Studio Color:

You can also choose to use your own corrections, which is where you should label "Leave as Studio color." All prints will be discounted 10% off of the print portion for that specific order.

Color Management

Having your files in the correct working space is only one important part of a color management system. You need to have a properly calibrated and profiled monitor to insure that the colors on your monitor match the colors in the prints you receive from SKP.

The easiest, most efficient, and most accurate way to calibrate and profile your monitor is with a hardware monitor calibration device. We use and recommend the i1Display 2 professional by Xrite.

This device actually attaches to the front of your monitor and reads color patches displayed by the software. Using these readings, the software removes any color cast from the screen, helps optimize the brightness/contrast/color output and creates a profile describing how your monitor displays color. Photoshop then uses this profile when displaying images to give you the most accurate color display possible.

We strongly recommend the purchase of a hardware calibration device. It is an investment of a couple hundred dollars, but it is the only way to get the best monitor to print match.

You can find more info on these devices on these devices along with purchase info at : www.xritephoto.com

You should set your target Whitepoint and Gamma curve to 5000k and Gamma 2.2. These, however, are only recommendations.

SKP paper profiles are available. Please call for assistance balancing your monitor.

Test Prints

Please send us 5 files sized for an 8x10 @300ppi, and we will send you back 5 prints (at no charge) for you to evaluate your monitor. Please send files of different scene types to get a better evaluation of your monitor.



Digital Proofing Options

LCD - This level of service is for clients choosing SKP to do their color and density corrections. All files printed are optimized with printer/Workstream corrections.

Tungsten created files will not be corrected.

CCD - This level of service is for clients choosing to do their own color and density corrections. All files printed "as is."

Proofing-Digital

Size	CCD	LCD
4x5	\$.25	\$.30
4x6	\$.25	\$.30
5x5	\$.25	\$.30
5x7	\$.42	\$.30

Proofing-Film

Size	Scan-Print & CD
4x5	\$1.25
4x6	\$1.25
5x5	\$1.75
5x7	\$1.25

Price does not include film developing



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Proofs available with front tagging, which is available for clients to choose at no additional charge.



FREE to all SKP Photo and Imaging Lab Clients

Workstream DS is a powerful studio workflow program. Industry lab giants have used this software for years to handle their production needs. Workstream is now available to you, the photographer.

Workstream Productions capabilities include:

Color, density, saturation, contrast, sharpening, cropping, file rotation, client-defined print sizes and packages, custom index prints, client built logos, templates, and much more. **All Proofing Orders not submitted on Workstream will be billed a \$5.00 loading fee.**

RAW File Conversion

All files submitted to SKP in RAW format will be charged \$.50/file for conversion.

Digital Print Prices

Print Size	WorkStream Orders Reprints and enlargements: FTP or CD	Non-WorkStream orders Reprints, Enlargements & FTP Orders, CD
4 Wallets	\$1.10	\$1.60
8 Wallets	\$2.00	\$2.40
3.5x5	\$.48	\$.65
4x5	\$.50	\$.67
4x6	\$.52	\$.69
5x5	\$.56	\$.75
5x7	\$1.10	\$1.60
5x10	\$1.70	\$2.00
8x8	\$1.80	\$2.10
7x10	\$2.00	\$2.30
8x10	\$2.10	\$2.65
8x12	\$2.60	\$3.50
10x10	\$2.75	\$3.75
10x11	\$2.95	\$3.95
10x12	\$3.15	\$4.15
10x13	\$3.75	\$4.75
10x14	\$3.95	\$4.95
10x15	\$4.25	\$5.25

Fuji Metallic Pearl Paper

5x10	\$2.00
8x8	\$2.10
7x10	\$2.15
8x10	\$2.60
8x12	\$3.00
10x10	\$3.25
10x11	\$3.45
10x12	\$3.65
10x13	\$4.30
10x14	\$4.50
10x15	\$5.00

Fuji Metallic Pearl paper was designed to meet the growing, diverse demands for commercial prints. It enables photographers to expand their customer print options. Embedded pearl-like crystals produce a high-gloss reflectance, particularly in highlights, to enhance the warmth and depth of printed images.

Commercial photographers will find the lustrous, rich texture of Pearl paper particularly beneficial in situations where subject matter involves highly saturated colors, fabrics, or metallic objects. It allows commercial photographers to deliver stunning prints that capture viewer attention.

Portrait photographers will also appreciate the capability of Pearl paper to accurately reproduce a wide range of skin tones, while adding distinctive looks to add value to wedding packages and other creative opportunities.

Digital Enlargements

11x14 - \$ 5.70	20x24 - \$29.00
16x16 - \$17.50	24x24 - \$41.00
16x20 - \$19.00	20x30 - \$35.75
16x24 - \$27.75	24x30 - \$45.00
20x20 - \$28.50	30x40 - \$60.00

Wedding Album Panels



5x10 - \$1.70	10x20 - \$8.35
6x12 - \$3.00	11x22 - \$10.10
7x14 - \$4.10	10x28 - \$11.70
8x16 - \$5.35	12x24 - \$12.00
9x18 - \$6.75	11x28 - \$12.85

Print Mounting and Lacquer

Print Size	Lacquer Coating Luster	Mounting 3x Board	Mounting Masonite	Mounting Foam Core
8x10 & smaller	\$0.95	\$4.15	\$7.75	\$7.75
11x14	\$2.60	\$7.65	\$14.00	\$10.75
16x20	\$3.75	\$10.85	\$22.15	\$15.15
20x24	\$4.25	Not Available	\$36.00	\$22.60
Larger sizes and canvas mounts available by request.				

Dance, Event, and Memory Mate Print Prices

Minimum 15 units to qualify for pricing below. Available from original files.

Print Size WorkStream Orders Non-WorkStream

8x10 Unit	\$1.80	\$2.50
1/2 Unit	\$.85	\$1.25
1/4 Unit	\$.50	\$.75
Memory Mate Composite	\$2.00	\$2.50

8x10 Units - 1 - 8x10 or 2 - 5x7 or 4 - 4x5 or 4 - 3.5x5 or 8 wallets
1/2 Unit - 1 - 5x7 or 2 - 4x5 or 2 - 3.5x5 or 4 wallets
1/4 Unit - 1 - 4x5 or 1 - 3.5x5 or 2 wallets

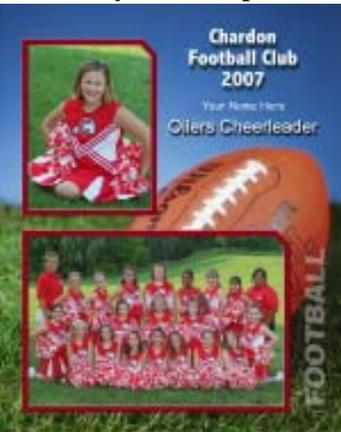
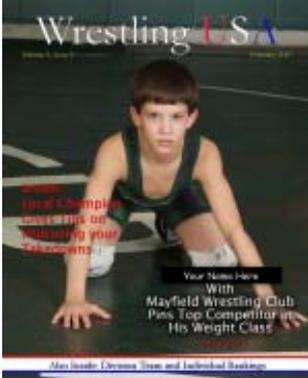
Team or Group Photo

12x8 \$1.25 --- 10x8 \$.95 --- 7x5 \$.50

Additional Items

Personalized magazine cover - \$3.95	Digital Traders (8):	3 inch photo button - \$1.50
Metallic Magazine Cover - \$5.95	Workstream: \$7.95	Keychain with 2 photos - \$4.00
12 Month photo calendar - \$3.95	Non-Workstream: \$12.95	4x5 Full view magnet - \$1.50
10 x 15 Mini Poster - \$3.75	Metallic Traders (8):	
10x15 Mini Poster(Metallic) - \$5.75	Workstream: \$9.95	Clients responsible for front and back trader data entry on Workstream Orders.
	Non-Workstream: \$14.95	

Speciality Products

Front	Trading Card	Back	Magazine Covers	Memory Mate Composite
				
				
Magazine Covers	Calendars	Keychain	Magnet	

Retouching and Art Services

Yearbook/Basic Retouch:

Includes eye bag
and minor blemish removal
\$2.50/Image with print order
\$5.00 file only

Standard Retouch:

Includes YB retouch plus wrinkle
softening, basic skin blending,
full blemish removal
\$5.50/ with print order
\$8.00 file only

Deluxe Plus Retouch:

Includes YB + Basic retouch, plus
Gaussian Blur, full skin blending,
and minor stray hairs
\$10.00/Image with print order
\$13.00 file Only

Special Instructions must be noted for
non-regular retouching requests. Remakes
will be at labs discretion if not clearly noted.

Additional Art Services:

Remove/lessen glass glare (75% of eye visible) - \$5.00
Remove/lessen glass glare (< 75% of eye visible) - Quote Req.
Transpose eyes from 2nd image - \$8.00
Remove red eye - \$3.00
Remove stray hair - Quote Only
Brighten eyes - \$5.00
Open eyes - \$7.50
Add or subtract highlights - \$3.00
Whiten teeth - \$7.00
Remove braces - \$18.00 to \$40.00
Head swap - \$7.50
Fix straps, tan lines - \$7.00
Remove small objects from image - \$5.00
Remove large objects from image - Quote Req.
Extend Backgrounds - Quote Req.
Hourly Rate (15 minute minimum) - \$60.00 per hour



Original



Retouched

Head Swap

Blemish Removal



Original



Retouched

Brace Removal



Original



Retouched

Lens Glare Removal



Original



Retouched

Open Eyes



Original



Retouched

Composites and Other Services



Per Job Quotation



Greeting Cards Includes Envelopes and Boxes



\$0.45 Workstream Order- includes imprint
\$0.59 Non-Workstream- Imprint \$2.50 extra

Sloppy Borders & Digital Templates Drag and Drop in Workstream



No Extra Charge

Underclass and School Services



8x10



4- 3.5x5



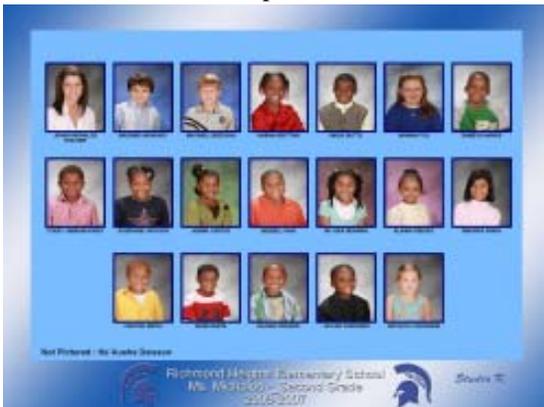
2 - 3.5x5 and 8 mini wallets



8-up Wallets



2- 5x7



Class Composition

10x8 Class Composites: \$.95 each plus \$.50 per student and initial artwork charges.

Traditional 7x5 groups: \$.46 plus typesetting and artwork

Underclass Units:

Workstream Orders Only

\$1.30 - Minimum 50 students

Less than 50 Students:

Memory Mate pricing applies.

Additional items (keychains, buttons, magnets, etc.) are available.

8x10 or 7x10 Units - 1 - 8x10 or 2 - 5x7 or 4 - 4x5 or 4 - 3.5x5 or 8 wallets or 16 mini wallets

1/2 Unit - 1 - 5x7 or 2 - 4x5 or 2 - 3.5x5 or 4 wallets or 8 mini wallets

1/4 Unit - 1 - 4x5 or 1 - 3.5x5 or 2 wallets or 4 mini wallets

Additional Services

C-41 Film Processing

Film Size: 120 - \$4.00 --- 220 - \$5.50 --- 35 mm - 12/24 exp \$3.00 --- 36 exp \$5.50

Prints from Color Negatives

First print includes scan,
Photoshop work

4x5 - \$1.50
4x6 - \$1.60
5x5 - \$1.75
5x7 - \$2.10
8x8 - \$3.00
7x10 - \$3.40
8x10 - \$3.60
10x10 - \$4.25

Additional Prints

4x5 - \$1.00
4x6 - \$1.10
5x5 - \$1.25
5x7 - \$1.55
8x8 - \$2.00
7x10 - \$2.50
8x10 - \$3.00
10x10 - \$3.50

Wallet Units

8 Wallets - \$3.40
16 Wallets - \$6.50
24 Wallets - \$10.00
48 Wallets - \$15.00

Enlargements

11x14 - \$14.75
16x20 - \$25.00
20x24 - \$35.00

Prints from Slides

Available from 35mm mounted and unmounted and 120 unmounted transparency film

4x6 - \$1.25 5x7 - \$3.95 8x10 - \$6.95 8x12 - \$7.95 10x13 - \$11.95 10x15 - \$13.95

Larger prints available - call for quote

Film and Slide to CD Scans

\$5.00 minimum on film and slide scans

Film

35mm - strips of 4 or uncut \$.50 each /35mm single frame \$2.00 each

120 - hi res tiff or jpeg \$4.00 each

Slides

35 mm mounted \$.75 each/ unmounted strips \$.50

120 unmounted only - high resolution tiff or jpeg \$4.00 each

Quantity pricing available

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Owned and operated by Ron Kotar - SKP Inc., Operating since 1991
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