

# ALMA SERIES INSTRUCTIONS

## BEFORE YOU GET STARTED PLEASE READ THE BELOW INFORMATION

### CROPPING

- We will crop how we think it looks best. If you would prefer some photos done in a certain way we suggest you crop those yourself.

### GROUP PHOTOS

- Keep in mind group photos that we crop square may have people cut out. If you don't want this to happen it might be best if you supply a different photo or crop the photo yourself. We will always fit as much of the image in as possible, please don't ask if we can zoom out more.

### BLACK & WHITE

- If you would like your photos changed to black and white we can put a filter across the entire print - we do not change each one individually. Please update these yourself if you feel that would look better.

### RE-PRINTS AFTER APPROVAL

- Approved prints get sent directly to our printers. If you decide afterwards you would like something changed, have found a photo is doubled up or are unhappy with it and want it re-printed this is at a cost to you.

### IMAGE QUALITY

- Original photos are ideal - this will ensure you get the best results.

- If you don't have the original files saved on your phone or computer you can use [instaport.me](https://www.instagram.com/instaport.me) to download them from your Instagram account.
- We cannot take responsibility for the quality in which your photos are printed, we use what you provide us and do not change anything.

### PHOTO ORDER

- Please re-name your photos in the order you wish them to appear; otherwise they will be placed randomly.

### APPROVALS & CHANGES

- Once we have designed your print we will email it you for final approval. You be given **ONE** chance to make any changes. **PLEASE** be specific with your changes. Eg Row 2, 3rd image from left etc...

### ORDER EXPIRY

- You need to supply your images to us within **3 months** of purchase date or your order will expire. This is non-negotiable.
- Orders processed after the 3 month expiry date will incur a \$30 storage & processing fee.

### TIMELINE

- You will get a proof from us within a week of supplying your images. Once approved your print will be sent to our printers and they print weekly on a Monday and Wednesday.

## SUPPLYING YOUR PHOTOS

The best way to supply us with your images is using [We Transfer](https://www.wetransfer.com), it is a **FREE** online file transferring site:

**wetransfer.com**

Send images to [studio@almacustomdesigns.com](mailto:studio@almacustomdesigns.com)

If WeTransfer doesn't work, please share a Dropbox folder with us. **DO NOT SEND VIA MULTIPLE EMAILS THANK YOU.**

### IMPORTANT

Please provide your **ORDER ID NUMBER** that was sent to you via email when you made your purchase.

## HOW MANY PHOTOS DO YOU NEED TO SEND?

**Alma Mini (A3)** - 24 photos

**Alma 35 (A2)** - 35 photos

**Alma 36 or Canvas Alma 36** - 36 photos

**Alma 32 with Date/Lovers' Initials** - 32 photos

**Alma 54** - 54 photos

**Alma 77** - 77 photos

**Alma 44 with Date (50x70)** - 44 photos

**Alma 48 (various)** - 48 photos

**Alma 52 with Date (Horizontal)** - 52 photos

Questions please email:  
**[studio@almacustomdesigns.com](mailto:studio@almacustomdesigns.com)**