



# *Riccardo Productions*

718-232-4292 \* 516-569-0367



## **Proof Return Instructions**

Dear Newlyweds,

Congratulations to you and your spouse! We hope that your wedding day was everything you hoped and dreamed it would be and more. We, the staff at Riccardo Studios, would like to thank you for the opportunity to share in your special day. We hope that we helped make it as memorable as can be. If we did, please take a few moments to share your experience on our Facebook Page @ Riccardo Studios and on WeddingWire.com under the same. Please help us get the word out and we look forward to seeing you all soon. If we did your video as well, please visit our website and download the post wedding worksheets necessary to begin the process in completing your wedding video.

Please refer to your contract regarding the number of images for your album(s).

Review the following instructions regarding your proof return.

- All images that you want to use for your album(s) must be taken out of the proof books. Do not use markers, post its, or stickers. **Only ball-point pens are allowed.**
- Bride & Groom's album: write the letter "A" behind each photo
- Parent albums: write the letter "B" for Bride's parent album and the letter "C" for Groom's parent album
- Any loose prints please indicate the size on the back of the image (Ex. 1 - 8x10, 1 -16x20...)

Once the initial design has been made, we allow **up to 2 redesigns of no charge to the client**. If the redesigns exceed 2, then a charge of \$65 is applied to any additional redesign.

After picking up your proofs, you will need to schedule an appointment within 6 to 8 weeks. If, however, you need to cancel this appointment, your next appointment will be at the studios earliest convenience.

**\*\*\*\*IMPORTANT: Images for your proof book cover insert\*\*\*\***

Email Anthony at [Anthony@riccardostudios.com](mailto:Anthony@riccardostudios.com) the image numbers you would like for your proof book insert(s). *One image per proof book*. All you need to do is email the image number that is on the bottom of the proof along with names and date of event.