



PRINTMAKER-FOR-HIRE REQUEST FORM

<i>Staff:</i>	<i>Date Sent:</i>	<i>Ref:</i>
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TERMS OF USE -

By using this form, the Client & the Printmaker indicate they understand and agree to the following:

- Martha Street Studio (MSS) will not complete this Printmaker-for-Hire (PFH) job internally.
- This form and the info on it will be sent to a list of Printmakers who have expressed interest in PFH jobs.
- Distributing this form to the list of Printmakers constitutes the extent of MSS's involvement with this request.
- Receiving a Request Form does not oblige a Printmaker to respond.
- Interested Printmakers must contact the Client directly via the contact info on the completed form.
- MSS cannot guarantee the Client will receive any or any specific number of responses from Printmakers.
- An interested Printmaker may be an employee of MSS, but will act independently regarding PFH jobs.
- It is the Client's responsibility to choose whether, and with whom, to proceed.
- All correspondence, estimates, payments, etc. must be arranged between the Client and the Printmaker.
- The Printmaker may use MSS's resources to complete a PFH job per standard terms (ex. Studio Rental).
- The Printmaker is not obliged to use MSS's resources to complete a PFH job.
- Martha Street Studio will not involve itself in any conflicts or dispute resolution related to PFH jobs.

**** Please include as much information as possible (if uncertain, mark "TBD") ****

Client Name:

Timeline:

Contact: *Email:*

Phone:

Printmaking Technique:

Quantity:

of Colours / Layers:

Paper Type:

Paper Source:

Paper Size:

Image / Plate Size:

Ink Type:

Ink Source:

PROJECT DESCRIPTION:

- Please include as many details as possible, such as: specific notes about paper margins; if image is full-bleed; type of plate; etc.
- Please forward sample images to MSS where possible (ex. preview files in pdf or jpeg format; photos of plates / proofs).