

Digital Photo Management Package

AFTER BASIC PHOTO ORGANIZING IS COMPLETED, WE CAN ADD ON VARIOUS SERVICES SUCH AS:

- CREATION OF BOOKS, SLIDESHOWS OR OTHER PRODUCTS
- FACIAL RECOGNITION
- FILE RENAMING
- KEYWORDING
- TAGGING
- MONTHLY/QUARTERLY MAINTENANCE

1. Start with up to 15,000 digital photos
 - Create one digital hub for all of your photos
 - Gather photos from computers, phones, CDs, flash drives, external hard drives, etc
 - Downloading from online websites may be an additional cost due to the vast number of websites that can change the process at any time
2. Sort into a simple folder structure
 - Yearly
 - Monthly
3. Remove duplicates, redundant and irrelevant images
 - Remove exact duplicate copies of photos
 - Keep best version of similar photos
 - Remove screenshots, non-image files, and other non-essential images for client review before deleting
4. Create a backup
 - Backup all photos/videos on external flashdrive or hard drive (additional cost for drive if collection is over 50GB)
 - Backup all photos/videos online (this varies per client)

starts at \$449

free assessment and count of media
will determine the initial quote



Getting Started

1. Fill out the *Digital Photo Management Planning Form*
2. Schedule a meeting to discuss the scope of the project, expectations, payment schedule, etc.
3. Commit to the project with a \$150 deposit. A schedule of payments will be provided with the initial estimate.



Feel free to reach out at any time by making a call or dropping an email. I look forward to hearing from you.