

FAMILY PROFILE ORDER FORM

QUESTIONS?

E-Mail us at:
dgs@kclive.com

PLEASE PRINT THIS PAGE

PLEASE FILL OUT COMPLETELY

MAIL THIS PAGE along with YOUR PAYMENT, PRINT-OUTS and CD (including your Word documents and jpeg picture files).

Please follow **ALL** instructions precisely as errors will only delay us from completing your Family Profile. You may refer to the **Adoptive Family Profile Directory (and Print the Steps as needed)** for a list of information that should be providing.

We request that Adoptive Families submit all text on disk in Microsoft Word. When supplying information on CD, please include a printed copy for confirmation.

We recommend that you send the above information in a padded 9 X 12 envelope with some sort of Delivery Confirmation (in order to track if lost along the way).

I have enclosed digital images (jpeg files) on a CD along with our Microsoft Word documents. Jpeg files should be at least 3.5" at least 200 dpi resolution minimum - for best print copy results. Lower resolution images do not print or reproduce well.

I have enclosed actual photographs:
(Please include a SASE if you would like your photos returned upon completion.)

Name: _____ E-Mail To Send Proof To: _____
please print

Home Phone# (_____) _____ Work Phone# (_____) _____

Proofing: You will have the opportunity to review a proof prior to completion of the profile. You will receive a .pdf file via e-mail (Requires Adobe Acrobat Reader).

Once the proof is reviewed, the family may make any corrections by contacting DGS by e-mail. Once the corrections are complete, you will receive a final pdf document. You may also choose to order (and have mailed) any number of hard copies for personal distribution).

Once you have completed the order form, please sign and date below.

Signature: _____ Date: _____

PLEASE MAIL THE FOLLOWING:

Completed ORDER FORM, CD (including your TEXT FILES and any jpeg PICTURE FILES), any actual photographs (with captions), TEXT printouts, and check for \$275. (made payable to Digital Graphiti).

Digital Graphiti
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