

# Getting Your Sh\*t Together

## IMAGE ARCHIVE SERVICE DATABASE-CLIENT SURVEY



### Client Information

<b>First Name</b>	<input type="text"/>	<b>Last Name</b>	<input type="text"/>
<b>Business Name</b>	<input type="text"/>		
<b>Address</b>	<input type="text"/>		
<b>Address 2</b>	<input type="text"/>		
<b>City</b>	<input type="text"/>	<b>State</b>	<input type="text"/>
		<b>Zip</b>	<input type="text"/>
<b>Home Phone</b>	<input type="text"/>	<b>Email</b>	<input type="text"/>
<b>Work Phone</b>	<input type="text"/>	<b>Website</b>	<input type="text"/>
<b>Mobile Phone</b>	<input type="text"/>		

### Client Survey

#### DIGITAL ARCHIVE SERVICE | GYST-INK

Before filling out this survey, please read the GYST Ink Digital Archive Service Information. Once complete, please email this form back to Michiko Yao, Archive Image Technician at [michiko@gyst-ink.com](mailto:michiko@gyst-ink.com)

#### Client Survey:

1. What computer equipment do you own? Or have access to?

Computer: PC or MAC, operating system, laptop or desktop, model

Scanner: make, model

External hard drive: type, amount of storage

2. Are you fluent with your computer?

3. Do you have software to keep track of your work?

4. Would you be interested in opting in for software training?

4. What is the location and condition of your materials? (Slides, actual work, transparencies) (Are they in a pile in a drawer or organized in a flat file?)

5. Do you have a specific budget for this project?

6. Is there a deadline for this project? Do you have a retrospective book or catalog you need digital images

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for? Or are you applying to time sensitive grants for our services?

7. What media are you working in? (Sound, sculpture, painting, drawing, textiles, photography)

8. Do we need to scan on site, or will you send your slides with us?

9. Are you in need of other services for archiving your work?

10. Have you read and understand the GYST Digital Archive Service Information? Please initial.

And do you understand our pricing structure and payment requirements? Please initial.

11. Do you understand that GYST Ink or any of our representatives can not be held responsible for any damage to or loss of your images? Please initial.

Please fill out the following pages with your image submission information.

**ITEMS FOR ARCHIVING**

8) Please fill in the information below. Pricing details are on our website at [www.gyst-ink.com](http://www.gyst-ink.com).

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35MM SLIDES: total # of slides \_\_\_\_\_ # of boxes \_\_\_\_\_

Basic Scan (\$2. each) JPEG

300 dpi      72 dpi

Special Instructions (\$25/hr)

Super High Res      Other

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LARGE FORMAT FILM (4 x 5, 8 x 10): (\$25/hr)      total # of films \_\_\_\_\_

Special Instructions (\$25/hr)

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PHOTOS: (\$25/hr)      # of photos \_\_\_\_\_

Special Instructions

300 dpi      72 dpi      Super High Res      Other

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VHS TAPES: (\$25/hr)      # of VHS tapes \_\_\_\_\_

Special Instructions

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CASSETTE TAPES: (\$25/hr)      # of cassette tapes \_\_\_\_\_

Special Instrucitons

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DATA ENTRY: typing your print based text      # of articles or reviews \_\_\_\_\_

Special Instructions

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Do you also need to have your work photographed?

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PLEASE LIST YOUR VHS TAPES OR CASSETTES at the end of this form.

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We will label your digital files with your name and a #. Once you get them back, you can change the title to whatever works for you. Or, for \$25 an hour, we will label your slides as they are listed on the slide itself.

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I understand the pricing above and submit my order for digital archiving. I understand that if there are any changes to the price, or there is a problem with your order that we will contact you before doing the scope of work.

Name

Date

Thank you for your order.

Please send to [michiko@gyst-ink.com](mailto:michiko@gyst-ink.com), or mail to  
GYST Ink  
4223 Russell Ave  
Los Angeles, CA 90027-4511

To make arrangements for dropping off your slides, or for pick up (fee charged) email Michiko Yao.

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List of VHS, Cassettes, or Articles:

TITLE	Length	VHS	Cassette
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			

TITLE

Length

VHS

Cassette

- 12.
- 13.
- 14.
- 15.
- 16.
- 17.
- 18.
- 19.
- 20.
- 21.
- 22.
- 23.
- 24.
- 25.