

## Final Image Submission Delivery Guidelines for Pacific Stock

<b>Media:</b>	External Hard Drives required for Final Submissions larger than 50 images. DVDs are accepted for Final Submissions smaller than 50 images only.
<b>Folders:</b>	NO FOLDERS. Please drop image files directly into the main drive/directory.
<b>File Names:</b>	<ul style="list-style-type: none"><li>• No more than 8 characters in the file name.</li><li>• Do not repeat file names from prior submissions.</li><li>• Do not put abnormal characters in the file name. (Correct Example: MG_1450; IMG_5482; 152682)</li></ul>
<b>DVD Submissions:</b>	<p>If submitting DVDs, they must be clearly labeled using water-based permanent markers with the following information:</p> <ol style="list-style-type: none"><li>1. Name of Photographer</li><li>2. Contents: All subjects included on the DVD</li><li>3. Date of Submission.</li></ol> <p>DVDs will not be returned. The photographer is responsible for keeping a copy of all work submitted to Pacific Stock.</p>
<b>Hard Drive Submissions:</b>	<p>External Hard Drives will be returned to the photographer within 30 days of receipt. Please follow the following Hard Drive guidelines to expedite submission process:</p> <ul style="list-style-type: none"><li>• Avoid formatting the Hard Drive for Mac usage. This may cause complications for our PC formatted computers.</li><li>• Label with Name of Photographer and General Contents/Subjects Include the appropriate cables with the device. Safely pack the hard drive and ship via courier with tracking services.</li><li>• Unsigned photographers (without a Pacific Stock contract) going through the application process must also provide a return shipping courier account number such as a Fedex Account number for return shipping costs.</li></ul> <p><i>NOTE: Pacific Stock <u>contracted photographers</u> will only need to cover the cost of shipping their final submissions TO Pacific Stock, and will not need to cover the costs for RETURN shipment of their hard drive.</i></p>