

# How to Order an Artbook

Please complete the following steps to order your HeartBound artbook.

√ Check When Completed

1. Gather 20 works of art. 
  - The standard artbook is 20 images on 20 pages. For an additional cost, you can add pages and images (\$3 per image for preparation and \$2 per image per book for printing).
  - One image = one piece of art. Remember each item counts as a single work of art. For example, if you have three bracelets, they count as three separate works of art.
  - 3-dimensional art (ceramics, sculpture, jewelry) is limited to four items. However, we do not accept 3-D art by mail.
  - Art is limited in size to 24 x 30 inches.
  
2. Label your art. 

All art must be identified with a number (1 to 20). Write a number lightly on the back.  
You can use removable labels, too.
  
3. Inventory your art. (Optional.) 

Use the art inventory form to describe your art. Limit descriptions to a few words. Examples: "watercolor of girl planting seeds," "pony-tailed girl in crayon," or "raccoon in pencil."
  
4. Pick your cover art. 

Pick an image from inside the book to be repeated on the cover. It can be a whole work or part of a larger work. Having trouble deciding? We'll choose for you.
  
5. Give your book a title. 

Example: "Anna's Art" or "Anna's Kindergarten Art, 1999-2000." Limit: 10 words or less.
  
6. Pick a cover color. 

Our books come in red, lemon-lime or purple.
  
7. Write an artist profile. (Optional.) 

Take a few minutes to complete the artist profile form. Limit: 100 words.
  
8. Include a photograph of your artist. (Optional.) 

We accept prints, jpegs or tiffs. Submit digital images via disk or email. If possible, submit a photo with a resolution of 150 to 300 dpi (dots per inch). (If you don't know the resolution, that's OK.)
  
9. Read and sign "About HeartBound Reproduction."
  
10. Mail or drop off your completed order form with the following: 
  - art. If mailing, use a protected mailing envelope or box for your art.
  - completed order form
  - signed reproduction agreement
  - completed artist profile
  - artist photograph (can be emailed: [info@heartbound.net](mailto:info@heartbound.net))
  - payment

Mailing address:

HeartBound  
40 Worth Street  
San Francisco, CA 94114



honoring and preserving children's art  
[www.heartbound.net](http://www.heartbound.net) • 415.585.2718  
[info@heartbound.net](mailto:info@heartbound.net)

# HEARTBOUND ORDER INFORMATION

Date \_\_\_\_\_

Please PRINT the following information.

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ Cell phone \_\_\_\_\_  
 Email \_\_\_\_\_

Name of artist: \_\_\_\_\_

Qty.	Item	Price	Amount
	Book preparation — includes digital image editing, color management, layout	\$65.00	\$
	Finished book — includes printing and binding	\$40.00	\$
	No. of images over 20	Preparation fee: \$3 per image (one time)	\$
		Finished book: \$2 per image x no. of books ordered _____	\$
	Hot-stamped name in silver foil on cover (OPTIONAL - replaced debossed cover art):	\$8.00	\$

Name:

SUBTOTAL	\$
Sales tax (8.5% in SF)	\$
Shipping & handling (if applicable)	\$
<b>TOTAL</b>	<b>\$</b>

Book title to be printed on inside front page (limit 10 words): \_\_\_\_\_

Front cover image (repeated on inside front page): \_\_\_\_\_

Cover color: red  lemon-lime  plum

Artist profile (OPTIONAL) attached  do not include

Photo of artist: jpg  tiff  print  will email  drop off disk or print  attached

## ABOUT HEARTBOUND REPRODUCTION

HeartBound artbooks are designed to capture the colors, lines, and textures of children's original art as it would have looked when created. Materials commonly used for children's art projects often deteriorate rapidly.

Every effort will be made to reproduce art as faithfully as possible. However, HeartBound is not a provider of fine-art reproductions. The quality of reproduction will vary depending on the nature and condition of the original art. Artwork that is old and faded, soiled, smudged, crumpled, or otherwise showing signs of deterioration will be more difficult to replicate than artwork that is new, crisp, clean, and bright.

HeartBound reserves the right to enhance colors, reduce or eliminate gray casts or discoloration, darken lines, and erase unwanted markings as needed. HeartBound also reserves the right to use artistic license to preserve the integrity of the art. If we can restore faded images or repair scratches, cracks, stains, blemishes, or other damage to artwork, we will do so, at our own discretion.

Please make checks payable to HeartBound.

Mailing address:  
 HeartBound  
 40 Worth Street  
 San Francisco, CA 94114

Customer signature \_\_\_\_\_



# Artbook Art Inventory

Date: \_\_\_\_\_

Customer name \_\_\_\_\_

Phone \_\_\_\_\_

Cell phone \_\_\_\_\_

Email \_\_\_\_\_

List your 20 works of art in the spaces below. Give a BRIEF description (up to 5 words) of each piece. Make sure the numbers correspond with the label on each piece. For more than 20 pieces, there will be an additional charge of \$3 to prepare the art and \$2 per book to print it.

- |           |           |
|-----------|-----------|
| 1. _____  | 21. _____ |
| 2. _____  | 22. _____ |
| 3. _____  | 23. _____ |
| 4. _____  | 24. _____ |
| 5. _____  | 25. _____ |
| 6. _____  | 26. _____ |
| 7. _____  | 27. _____ |
| 8. _____  | 28. _____ |
| 9. _____  | 29. _____ |
| 10. _____ | 30. _____ |
| 11. _____ | 31. _____ |
| 12. _____ | 32. _____ |
| 13. _____ | 33. _____ |
| 14. _____ | 34. _____ |
| 15. _____ | 35. _____ |
| 16. _____ | 36. _____ |
| 17. _____ | 37. _____ |
| 18. _____ | 38. _____ |
| 19. _____ | 39. _____ |
| 20. _____ | 40. _____ |

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San Francisco, CA 94114



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info@heartbound.net

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# Artist Profile

Customer name \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

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INSTRUCTIONS: Interview your artist or fill out the form below. You may answer some or all of the questions. Alternately, you may submit a 100-word profile of your "artist." Submissions of more than 100 words will be edited. Email your submission to [info@heartbound.net](mailto:info@heartbound.net). Examples:

"My name is Nikki. I am 6 and a half years old. I go to San Francisco Day School. I live with Mommy, Daddy, and my sister Kayla. We have two cats. Angel is my cat and Smoky is my sister's cat. I like going to dance class with Alice. My favorite color is pink and purple and blue. My favorite food is cotton candy. When I grow up I want to be a writer."

—from Nikki's Kindergarten Art

"Alex lives in San Francisco with his mom, dad and sister Maya. The art in this book was done when he was at Miraloma Nursery School and Alvarado School. Alex loves to talk, especially about things that he would like to invent that have magic buttons. His favorite color is grey. His favorite things are monkeys. His favorite food is pineapple pizza. He has a pet hamster named Smith."

—from Alex's Art

My name is \_\_\_\_\_ . I am \_\_\_\_\_ years old.

I live in (city, state or other) \_\_\_\_\_ .

I live with (family members) \_\_\_\_\_ .

I go to (school) \_\_\_\_\_ .

I own a (pet) \_\_\_\_\_ named \_\_\_\_\_ .

My favorite color is \_\_\_\_\_ .

My favorite activity is \_\_\_\_\_ .

My favorite food is \_\_\_\_\_ .

When I grow up I want to be \_\_\_\_\_ .

Other: \_\_\_\_\_

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