

CLICK HERE TO ADD YOUR COMPANY INFO
Press CTRL + E or CMD + E to FORMAT

LOGO

Name of the Company:

Full Address:

Phone #:

Email:

1. How long have you been in the editing business?

Press CTRL+E / CMD + E to FORMAT

2. How many editors do you employ?

3. Are all of your editors in-house or do you outsource?

4. What software programs do you use?

5. List all services you offer i.e. Photo Editing, Video Editing, Virtual Staging, Floor Plans, etc.

6. Does your location experience rolling blackouts? If yes, how often? How do you manage downtime?

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7. Do you have high speed, reliable internet? Do you experience regular service interruptions? If yes, how often? How do you manage downtime?

8. How do you manage incoming file transfers?

9. How do you manage outgoing file transfers?

10. Do you retain copies of completed projects? If Yes, for how long?

11. What are your hours of operation?

12. What is your standard turn around time?

13. Do you have rush turn around options? If yes, what are the costs associated?

14. How do you manage quality control?

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15. How do you manage revisions?

16. Do you have dedicated service representatives?

17. Will I have dedicated editors or will different people be editing my projects?

18. What is the typical turn around time for revisions?

19. Please explain your pricing structure i.e. Cost per image, credit system etc.

20. Do you offer a starting promotional package or free trial run? Please explain.

21. What methods of payment do you accept? Paypal, E-Transfer, Western Union, Transferwise etc

22. Are you willing / able to learn and replicate my unique workflow?

23. What makes your company different than your competition?

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24. Do you have any social programs in place to support your local community? If so, please explain.

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25. Can you provide three references?

1.
2.
3.

Do you have permission to share these reference's contact information? YES NO