

**Lafayette Monument Company**

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# ***Photo Guide***

***Revised***

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# PHOTO SUBMISSION GUIDE

PLEASE REVIEW BEFORE SUBMITTING PHOTOS FOR PORCELAIN AND ETCHING ORDERS

**IT IS VERY IMPORTANT TO USE THE CLEAREST PHOTO YOU HAVE, WITH THE HIGHEST RESOLUTION POSSIBLE, & WITH NO PART OF THE SUBJECT CROPPED OUT OF IT.**

## **SEND THE ORIGINAL PHOTO FILE**

- IF THE PHOTO WAS TAKEN WITH A DIGITAL CAMERA, CELL PHONE, OR OTHER DEVICE; MAKE SURE TO SEND THE ORIGINAL UNCOMPRESSED FILE.
- DO NOT TAKE A PHOTO OF ANOTHER PHOTO, OR TAKE A SCREENSHOT. USE THE ORIGINAL.
- IF IT IS NOT A DIGITAL PHOTO, YOU CAN SCAN IT AND SEND IT OR BRING IT TO OUR OFFICE AND WE WILL SCAN IT FOR YOU. WE WILL GIVE IT BACK AFTER WE SCAN IT.
- YOU DO NOT NEED TO PRINT THE PHOTO OR HAVE IT PRINTED BEFORE BRINGING IT TO US. WE CAN GET THE PHOTO FROM YOUR DEVICE THE SAME AS WAL-MART OR WALGREENS CAN.

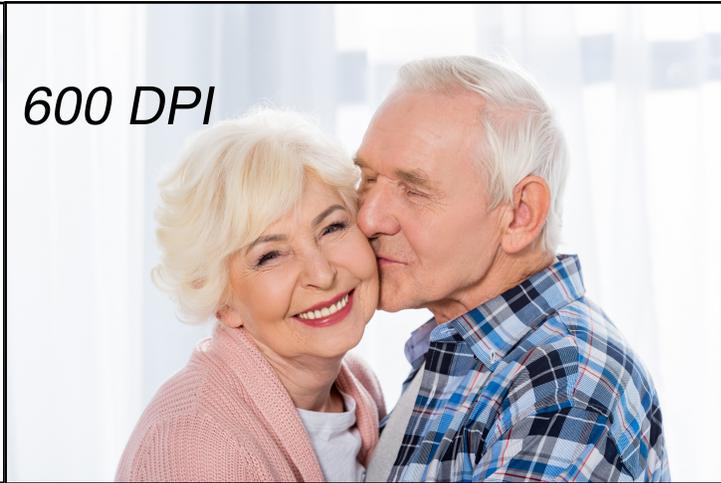
## **SCANNING**

- IT IS IMPORTANT TO GET THE BEST QUALITY SCAN OF THE BEST QUALITY PHOTO YOU HAVE.
- GENTLY WIPE THE SCANNER GLASS WITH A LINT FREE CLOTH AS WELL AS THE PHOTO IF YOU CAN DO SO WITHOUT DAMAGING IT. NEVER USE ANY KIND OF CLEANER ON A PHOTO.
- SCAN AT 600DPI AT THE VERY LEAST. SCAN AT A HIGHER RESOLUTION IF YOU CAN.

## **SUBMITTING**

- GO TO <http://www.lafayettemonument.com/submit-photo.html>
- CLICK ON “**CLICK HERE TO SUBMIT PHOTOS**”.
- CLICK THE BUTTON “**CHOOSE FROM COMPUTER**”.
- FIND AND SELECT THE PHOTO YOU WANT TO SEND, AND CLICK “**OPEN**”.
- ENTER THE FIRST AND LAST NAME THAT WILL BE ON THE MONUMENT, AND YOUR EMAIL.
- CLICK “**UPLOAD**”.
- YOU CAN SUBMIT MORE FILES OR CLOSE THE WINDOW. YOU WILL RECEIVE AN EMAIL SAYING THAT YOUR FILE WAS UPLOADED.

IF YOU HAVE ANY QUESTIONS CALL US AT (615) 688-5360 OR  
EMAIL [INFO@LAFAYETTEMONUMENT.COM](mailto:INFO@LAFAYETTEMONUMENT.COM)

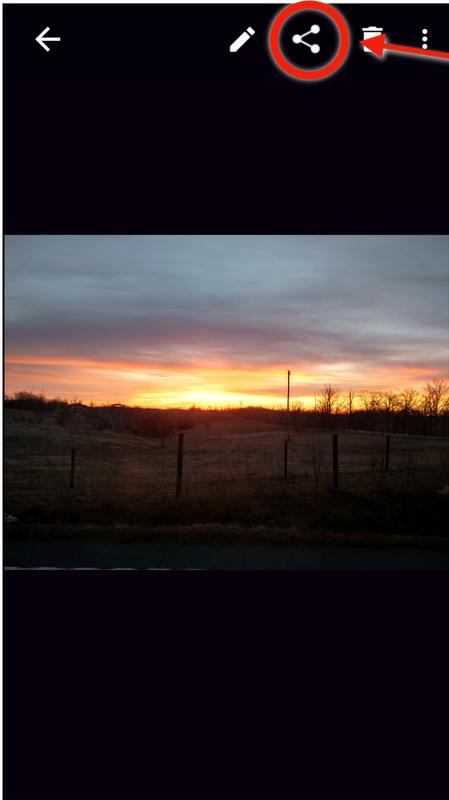


**ALL OF SUBJECT IS IN THE PHOTO.**

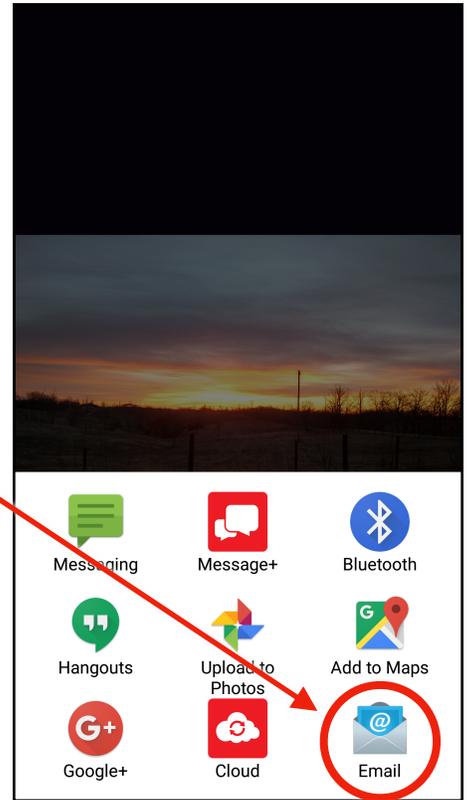
**SUBJECT IS CROPPED**



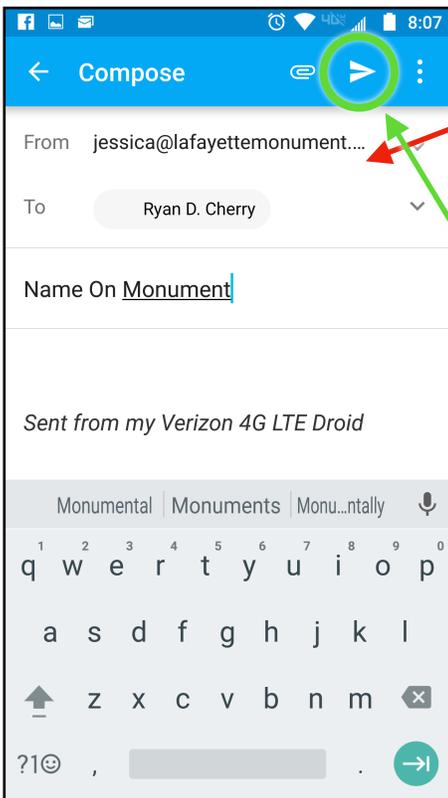
## HOW TO SEND A PHOTO FROM ANDROID (EACH PHONE MAY VARY)



**First.** After selecting the photo you want to send, click this icon.



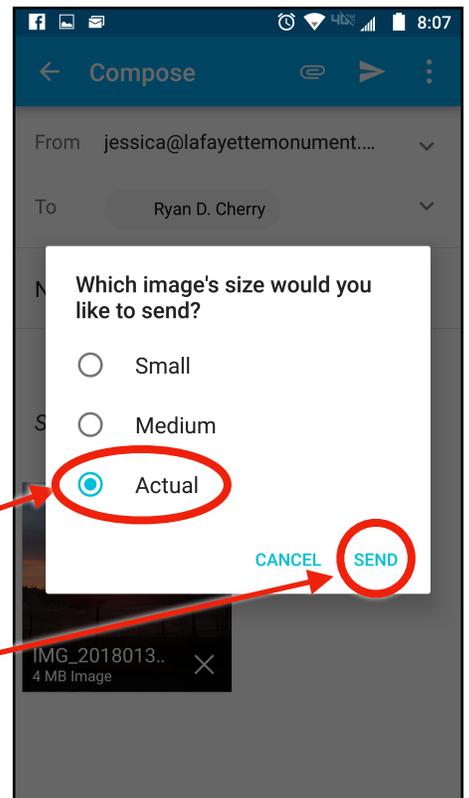
**Second.** Click EMAIL.



**Third.** Fill in the email address and put the name on the monument at the subject.

**Fourth.** Click SEND.

\* If this box comes up after clicking SEND, Make sure to click ACTUAL SIZE then SEND again.



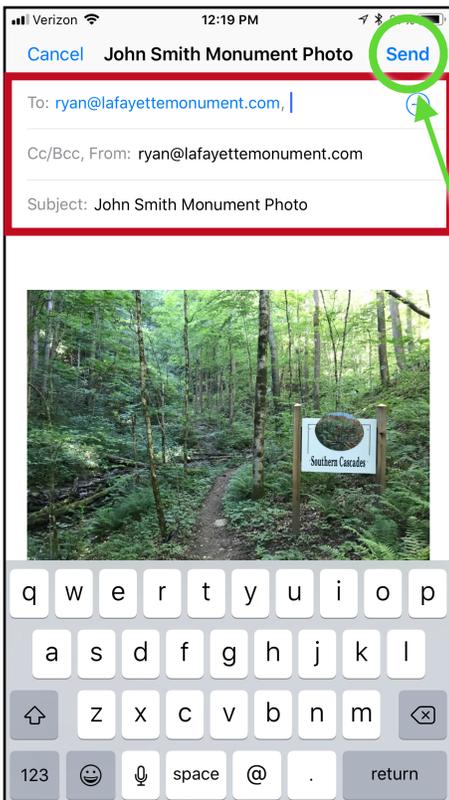
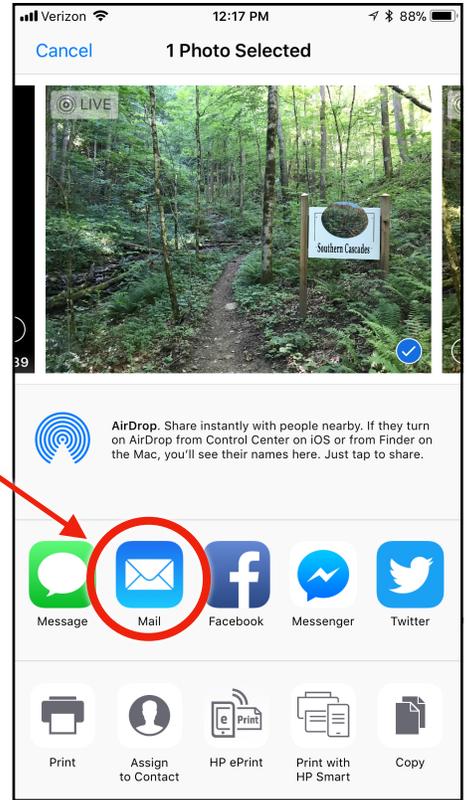
**Send Email to:**  
[ryan@lafayettemonument.com](mailto:ryan@lafayettemonument.com)

## HOW TO SEND A PHOTO FROM iOS



**First.** After selecting the photo you want to send, click this icon.

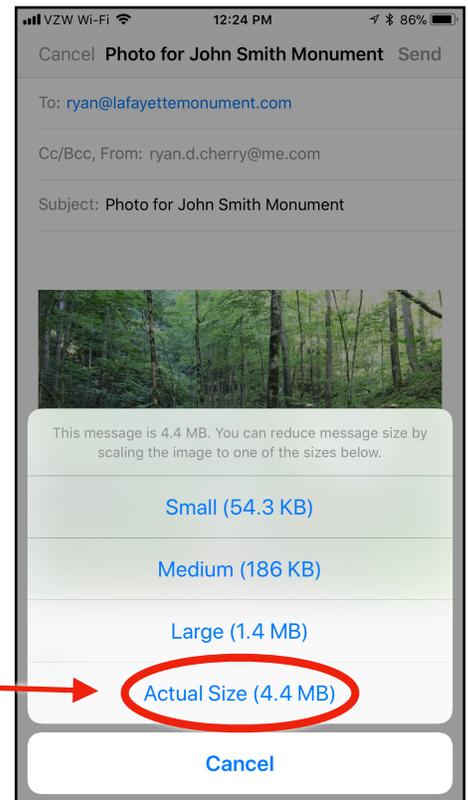
**Second.** Click MAIL.



**Third.** Fill in the email address and put the name on the monument at the subject.

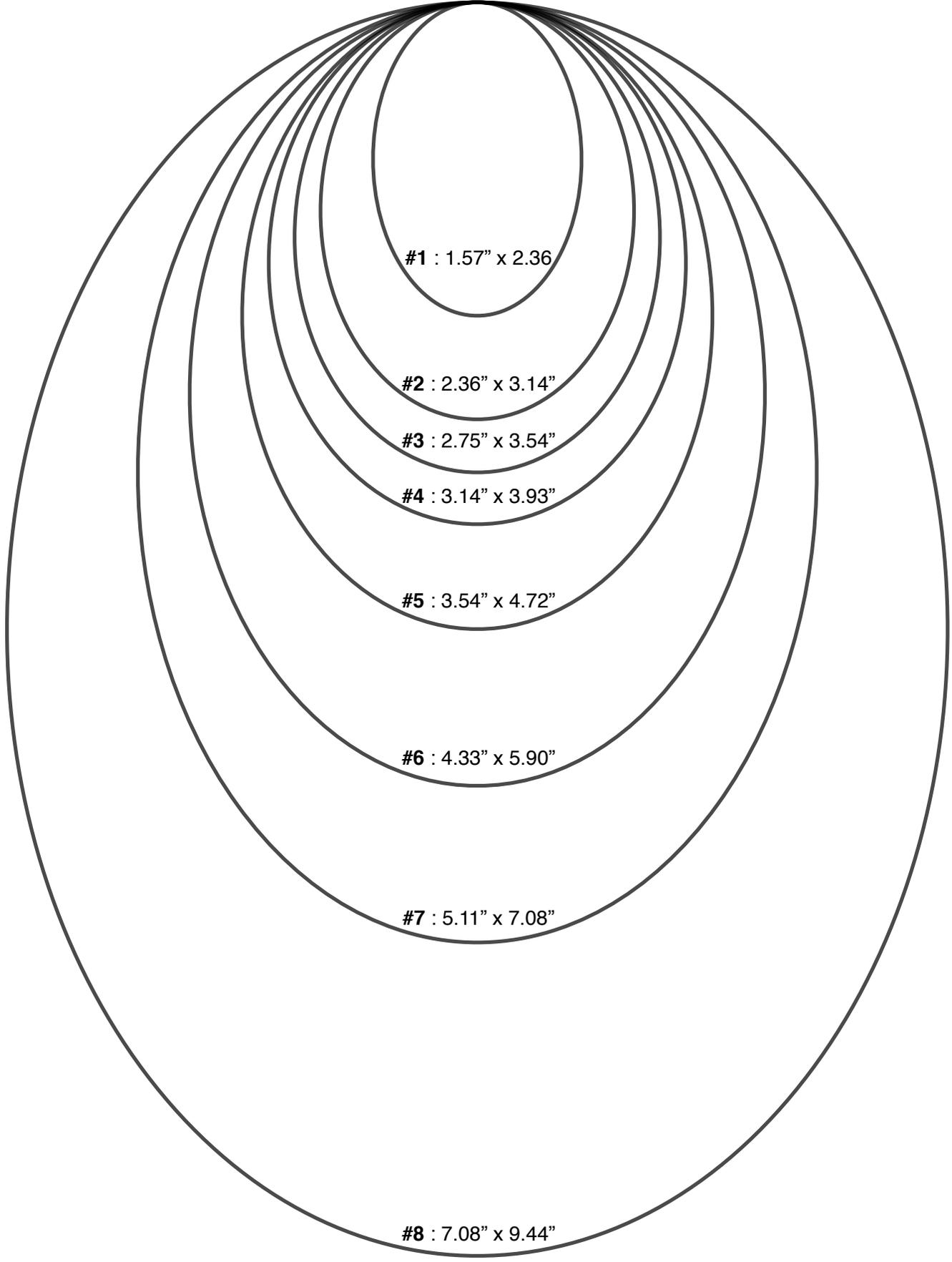
**Fourth.** Click SEND.

**Fifth.** When this box pops up after clicking SEND, Make sure to click ACTUAL SIZE



**Send Email to:**  
**ryan@lafayettemonument.com**

# Porcelain Oval Sizes



#1 : 1.57" x 2.36"

#2 : 2.36" x 3.14"

#3 : 2.75" x 3.54"

#4 : 3.14" x 3.93"

#5 : 3.54" x 4.72"

#6 : 4.33" x 5.90"

#7 : 5.11" x 7.08"

#8 : 7.08" x 9.44"