

PHOTO ALBUM PRODUCTION PROCEDURE

In order to deliver a service that meets your requirements adequately Hazeltek has opted to make the production endeavour a little bit involving thus requiring your inputs and feedback. To this end we (Hazeltek) adopt a three-phase pass to the production endeavour namely: Inception, Digitization and Production. Each phase consists of a number of tasks which are outline below.

INCEPTION:

This phase entails but a few preliminary tasks: prospective clients indicate their interest in securing our services and after a service charge (production cost inclusive) is agreed upon the next phase commences.

Task 1: Indicate Interest

Prospective clients are expected to obtain (at no cost) and fill a “Photo Album Content Request Form” adhering to the guidance notes. The form can be obtained from our agents or downloaded from the Cubicle website at <http://cubicle.hazeltek.com>. Note that the Cubicle website is still under development, however when completed this form can be filled and submitted online and a whole lot of other activities will be possible.

Task 2: Submit Form

A dully filled “Photo Album Content Request Form” should be submitted back to Hazeltek via our agent or a visiting representative/staff.

For forms submitted through our agent we implore you to allow us a grace of no more than 72 hours (3 days) for a response. Forms submitted to a representative/staff on the other hand will be attended to almost immediately and a response will be sent within the same day if possible.

In the event that a form is improperly filled or provided data are deemed inadequate to allow for the estimation of a service charge, we shall communicate this fact to the contact person listed on the form.

Task 3: Service Charge

A quote of our service charge (production cost inclusive) will be sent to the contact person listed on the form should the form be properly and adequately filled otherwise necessary corrections and/or additions shall be requested before a service charge is presented.

Of course we are open to dialogue and helping you reach a price which best suits your needs - just note that the price is a function of the feature set you select.

PREREQUISITES FOR PHASE 2:

- 1: AGREEMENT ON A SERVICE CHARGE AMOUNT!
- 2: PAYMENT OF A NON-REFUNDABLE AMOUNT OF ₦2,000.00 (TWO THOUSAND NAIRA) TO COVER THE ACTIVITIES OF THE DIGITIZATION PHASE. THIS OF COURSE GETS DEDUCTED FROM THE SERVICE CHARGE AMOUNT!

DIGITIZATION:

This phase is geared towards capturing (collecting, digitizing and verifying) all the data required to go into the album.



Task 4: Quid Assignment

We will assign the production endeavour a **Cuid** (Cubicle ID) for unique identification. Please be sure to provide this **Cuid** in all correspondences with and on all data submitted to Hazeltek.

Task 5: Student Details Form

A tentative content layout is designed to accommodate a photo and as many (if not all) of the ticked/selected content fields as possible. If content fields can't fit into the selected booklet size a noteworthy few are picked; this selection is communicated to the contact person for approval and over several iterations adjustments are made until an optimal selection is made. From this a student details form is produced.

Task 6: Data Collection

Students' Data: each student whose details are to go into the album is required to fill a "Student Details Form" and include a photograph of the indicated size (where possible).

Besides the students' data, the contact person shall be responsible for compiling any other information such as institution, landmarks/infrastructures, faculty/school, departments and lecturers data with supporting photographs to go into the album.

We will allow a period of 2 weeks (minimum) and at most 3 weeks for the compilation of these data. The contact person is charged with collecting these data together, enclosing them all in an envelope, across which the **Cuid** should be written boldly, and submitting to our agent or visiting representative/staff.

Task 7: Data Digitization & Verification

We will enter into our database the data submitted from the above task; during this process improperly and inadequately filled forms will be filtered out and returned for indicated corrections. The digitization task would be through when all data have been captured into our database.

Afterwards is the verification task: of course we will try our uttermost best to ensure we capture the data presented us as accurately as possible. But you never can tell. So a printout of the entire album data captured into our database will be provided for perusal, proof-reading and corrections. This way each student is accorded the opportunity to see, verify and correct (typos, omissions, misspellings etc.) beforehand the data captured for their details. The same opportunity is equally accorded other supporting data and for these the contact person is charged with ensuring that we did indeed capture the provided data accurately without any mix up.

At the end of this exercise which should last no longer than 2 weeks at most, a sample computer printout (black and white) of the album will be presented!

PREREQUISITE FOR PHASE 3:

- 1: PAYMENT OF 70% OF THE SERVICE CHARGE AMOUNT (MINUS ₦2,000.00)!

PRODUCTION:

This is the last phase and herein there are no tasks for you except that you await our call. Once we are done with the actual print production we will inform the contact person and show a sample of the final print.

Hopefully if all goes well, this should take no longer than a week!

PREREQUISITE FOR DELIVERY:

- 1: PAYMENT OF REMAINING BALANCE!

AGENT/REPRESENTATIVE DETAILS:

