

### **Delivery - How to send the images**

1. Shoot the images that you need staged, find info here on how to shoot usefull images:  
<http://interstaging.com/docs/howto.pdf>
2. Make a sketch of each room, including furniture #, find furniture's here:  
<http://interstaging.com/order.html>  
See sample sketch on **page 4** (*preferred option, most effective*)

**or**

Fill in the description form **page 3**

a. As more information we can get of the staged room, the better the end result will become.

3. Upload images and sketches - go to <http://www.interstaging.com/orderform.html>
  - Add your name and company
  - Add your e-mail address
  - Add Phone # and website
  - Add any message and comments you may have
  - Add the files you'll upload
    1. Images you need staged
    2. Sketches for each room
    3. Other info

*(For advanced users or high volume users we can setup an FTP server login  
Contact us for more information and setup.*

*You'll get you private login and can begin uploading images right away.)*

4. Payment:

- a. print out the **Authorization form** as PDF and e-mail it to [homestaging@interstaging.com](mailto:homestaging@interstaging.com)
- b. or call **+1 504 309 0792**
- c. or fax it to **+1 504 309 0792 (preferred option)**

*i. Papilios – InterStaging do not start any orders before valid credit card information is delivered.*

5. Within 24-48 hours Papilios – Interstaging deliver draft for preview.

6. You either correct or accept the draft.

7. Papilios – InterStaging process the final product and deliver via download link to a zip-compressed file.

### Description form

There are several ways to order your virtual staging, if you choose not to select specific furniture, Papilios will stage furniture according to room type. For example, a den might have a sofa, coffee table, TV, etc.

- Make a very detailed description of the setup so the technicians can do the work the most efficient way.
- Open the furniture brochure and choose the furniture you would like placed in the image. Choose the number under the image and put it into the description as in the example below: *(11 - 003)*.
- Furniture brochures can be viewed/downloaded at <http://www.interstaging.com/order.html> (All brochures are printable.)

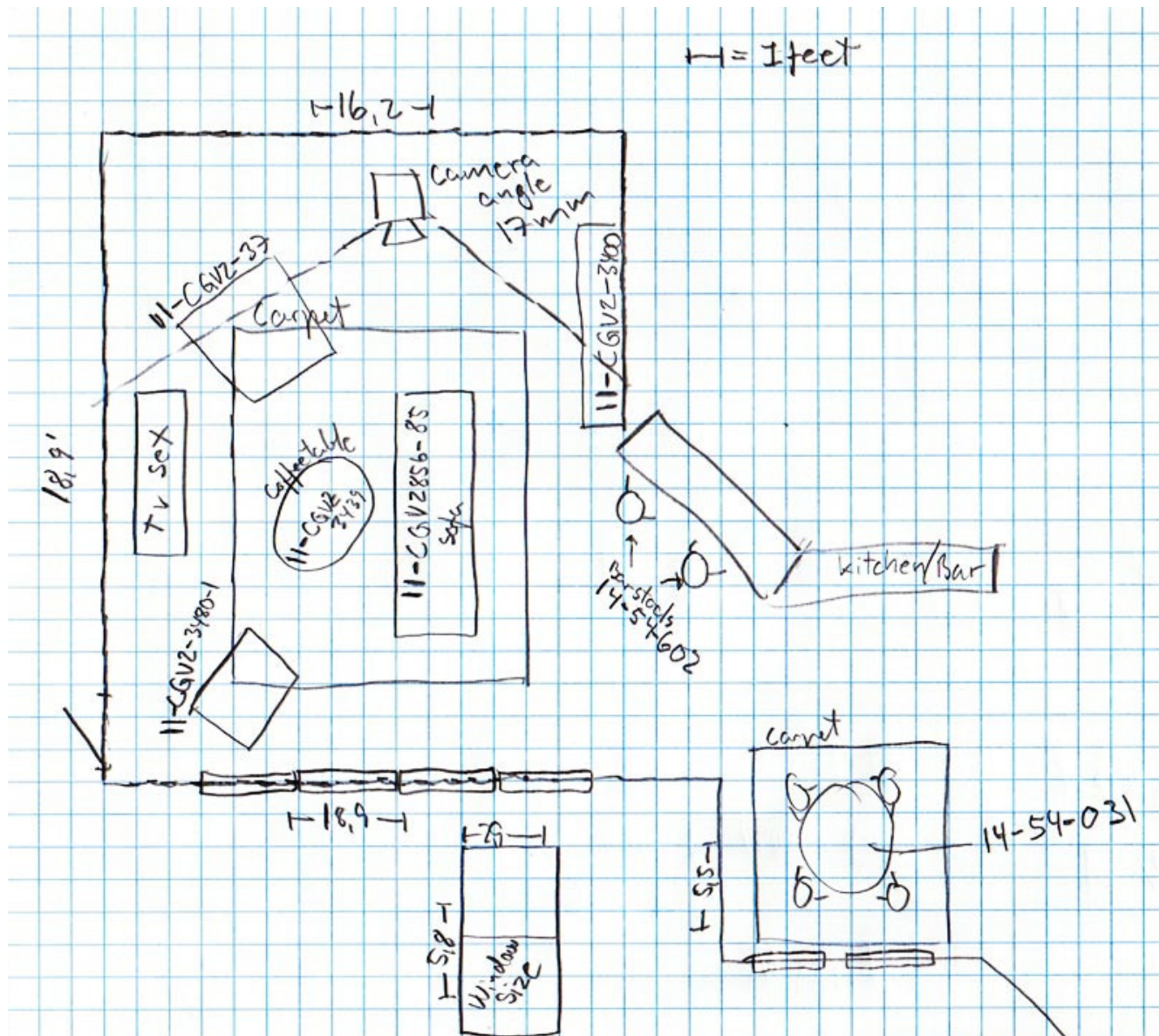
Total number of images: **Xxx**

Image #	Room	Description
1	<i>Dining room</i>	<i>Please place sofa (11 - 003) to the left wall, television ( 10 - 015) to the right wall, tea table (08 - 012) in front of the sofa and paintings (07 - 024) on empty walls. Room size is: 18' x 32'</i>
2		
3		
4		
5		
6		

*All in red is sample description.*

### Sample sketch

Make a sketch of the room, which is preferable, you can choose precisely what you need:



This is a living room, notice it's 18.9' x 16.2' and the doors and windows are marked. And another important thing is the camera, mark where in the room the photo is shot.

Making a sketch makes it your personal staging, notice furniture number's they all refer to the specific furniture in the furniture catalog.

Do make pointing arrow to indicate furniture direction if possible to mistake. "Ex. You don't have to point a plant"

