

A BUSINESS ROADMAP FOR PROFESSIONAL PHOTO ORGANIZERS

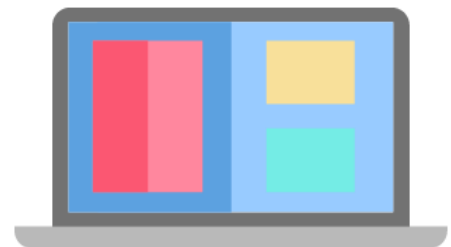
ESSENTIAL STARTUP COSTS: EQUIPMENT, MATERIALS, & TRAINING

Below is a list of the equipment, materials, and the current investment cost at the printing of this book. You don't need to purchase everything at once, but this will give you a good overview of how much you'll need to invest. One suggestion is to put aside 25% of your revenue from your first clients towards future purchases and education.

COMPUTERS

A good fast computer is your most essential tool for doing this business, the time/frustration saved by being able to do things faster is invaluable. Don't worry too much about the pros and cons of a PC or Mac, start with the computer operating system you understand. Minimum requirements that you need at the time of this writing are:

- Processor: 64-bit support; 2 GHz or faster
- RAM: 8GB
- Storage: At least 2GB of space
- Graphics Card: 2GB of VRAM



PRINTERS

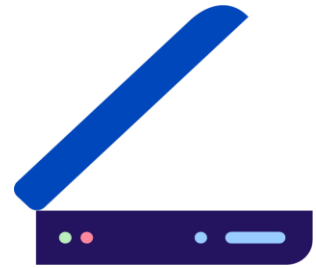
HP Envy 7640 - The Envy 7640 will be able to print in a variety of paper types for everyday document printing. Approximate cost: \$450

SCANNERS

Epson FastFoto FF-680W - This scanner is used for batch scanning photos, as well as documents in large or small quantities at a fast pace. Approximate cost: \$599 (U.S.)

Epson Perfection V600 - This flatbed scanner is used for larger photos, and documents, in addition to film and photo negatives.

Approximate cost: \$250 (U.S.)



STORAGE

Archival Boxes It is important to offer your clients the safest storage methods for their printed photos and memorabilia. Archival boxes, like those found at Archival Methods, are an excellent item to stock in your office for photo-safe storage. Because archival boxes are usually finished with an Archival Grade Boxboard in attractive colors, presenting your

finished organized photo collection to your clients is easy. Purchasing a few types of sample archival storage (two types of boxes and a binder, for example) to be able to show clients is a better way to present this. You should plan to include the cost for the photo box to the client. Approximate cost: \$4 - \$20, depending on quality and size.



External Hard Drive, or EHD for storing the digitized files and images of photos and videos from your client's photo collection. You can also purchase EHDs and have your logo added or add your clients name when you return the project. Approximate cost: \$50 - \$100, depending on memory required.

Flash Drives for storing digitized files for smaller photo and video files. Approximate cost: \$5 - \$20, depending on memory capacity.

Other Tools of the Trade:

Photo-safe gloves to keep the acid from your skin from damaging photos and memorabilia. Approximate cost: \$25 for a box of 100 powder-free latex gloves, or \$35 for a box of nitrile powder free, non-latex gloves)

Waxed (non-flavored) dental floss for removing photos from albums. Approximate cost: \$3

Plastic bins for transporting client photos. Approximate cost: \$5-\$10

Digital gathering toolkit, for cords and USBs. Approximate cost: \$10

Film cleaner, for camera film or movie reel film. Approximate cost: \$14-\$60, depending on type of film

Post-it notes for organizing printed photos

Flathead screwdriver for opening frames and taking apart older hinged albums. Approximate cost: \$5

Education Costs:

- **The Photo Managers annual membership** - \$175 quarter or \$600 annual
- **The Photo Managers Academy** - recommended budget for additional classes - \$500
 - The Photo Managers Academy has a library of deep dive classes taught by experts. For example, if you are interested in adding camera scanning or specializing in Apple Photos only, you can take advanced courses. The \$500 is an estimated optional budget for your first year for additional training.
- *Photo Organizing Made Easy, 2nd Edition*, by Cathi Nelson - \$14.95
- **The Photo Managers Annual Educational Conference** - this is a worthwhile investment if you can take the time. Spending 2 to 3 days with your colleagues, taking classes is invaluable to your growth.

