1. Email info@apersonaltribute.com or Call us at 646-302-8913, to place your order.

2. Send us a deposit check for 50% of the order based on the number of copies of the Personal Tribute you need produced.

3. Upon receipt of your order, we will email you a questionnaire which needs to be completed and returned via email. Please note: this questionnaire is one feature of the Tribute, which provides the first-person quotes of the subject "In their own words..." If the Tribute is intended as a gift and you do not want the recipient to know anything in advance, then we ask instead that you attempt to complete the questionnaire as accurately as possible. Let us know your intentions and we will tailor the questionnaire that enables us to learn as much as we need in order to produce an outstanding Personal Tribute.

4. Besides yourself, email us the names, email addresses and contact phone numbers of three people to be interviewed who can give us the best perspective on the person we are honoring with this Tribute. We recommend that you discuss this in advance and make sure they understand the reason why we need to speak with them.

5. Email up to 7 photos (or 15 for the Extended Tribute). Also indicate which photos you would prefer for the cover. If you cannot email the photos, please let us know and we will make alternate arrangements.

6. Immediately upon receipt of the questionnaire and contact information, we begin the work.

7. Within a few weeks, we will send you a first draft. We work out the revisions and edits with you, per your input.

8. The Personal Tribute will be mailed to you or giftwrapped and sent directly to your loved one(s) with a hand-written note card. (UPSP Priority Shipping). Delivery time is 4 to 6 weeks depending upon the availability of interview times granted by your selected participants.