

# Hand Completed Form In With Payment, On The Day Of Your Graduation

One Letter per Block

**ORDER FORM**

Student's Name																										
Student's Surname																										
Postal Address or Physical Address if Couriered																										
ID Number														Postal Code												
Daytime Contact no														Cell Phone												
Email																										
University / Institute																										
Graduation Date														Graduation Time												
Identification Describe clothes worn on stage (Not the Gown)																										

# Stage Photographs

<b>COMBO</b> A + B	<b>Prints + High Res Images :</b>	x 3 (20x30cm) Prints x 6 (10x15cm) Prints x 3 High Res Images via email <b>NB</b> No CD and Refunds for HR images	<b>R500</b> <input type="checkbox"/>
<b>A</b>	<b>High Resolution Images Only :</b>	x 3 High Resolution images supplied via EMAIL <b>NB</b> No CD and Refunds for HR images	<b>R400</b> <input type="checkbox"/>
<b>B</b>	<b>Photo Prints Only:</b>	x 3 (20x30cm) Prints x 6 (10x15cm) Prints <b>Plus</b> Low Res Email (10 x 15cm 72dpi)	<b>R400</b> <input type="checkbox"/>

I will Collect <input type="checkbox"/>	REGISTERED MAIL NO EXTRA COST <input type="checkbox"/>	EXTRA <b>R100</b> FOR NATIONAL COURIER <input type="checkbox"/>	EXTRA <b>R50</b> FOR INTERNATIONAL MAIL <input type="checkbox"/>
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CREDIT CARD																	AMOUNT PAID				
Last 3 digits on magnetic strip				Expiry Date					EFT	Cash	Credit Card	Snap Scan									

Must still go through speedpoint: YES ☐ NO ☐

**ALL ORDERS TAKE +/- 30 WORKING DAYS TO COMPLETE**

RECEIVED BY												
Receipt no												

Signature \_\_\_\_\_ (Signature binds you to this order)

Dear Graduate

Congratulations on your academic achievement.

We are happy to announce that we have been appointed as your official photographer.

PLEASE TAKE NOTE OF THE FOLLOWING POINTS:

\*Kindly note only paid orders will be accepted.

\*Offer only valid on the day of your graduation.

## **We offer two services at your graduation;**

### **1. FAMILY / STUDIO PHOTOGRAPHS** (see attached Family Photograph Order Form)

These photographs will be taken from 2 hours before the graduation ceremony and again after the ceremony.

Please note no Family / Studio Photographs will be taken during the ceremony.

### **2. STAGE PHOTOGRAPHS** (See attached Stage Photograph Order Form)

We will be taking 3 photographs of you (all graduates) during the ceremony, remember to look at the cameras with a smile.

## **Packages on offer.**

	COMBO A + B	PACKAGE A	PACKAGE B
First Photograph (On Stage)	1 (20x30cm) print 2 (10x15cm) prints & Digital Image via email	Digital Image Only Via Email	1 (20x30cm) print 2 (10x15cm) prints
Second Photograph (On Stage)	1 (20x30cm) print 2 (10x15cm) prints & Digital Image via email	Digital Image Only Via Email	1 (20x30cm) print 2 (10x15cm) prints
Third Photograph (Either a 3rd stage photograph or a portrait photograph - depending on your institution)	1 (20x30cm) print 2 (10x15cm) prints & Digital Image via email	Digital Image Only Via Email	1 (20x30cm) print 2 (10x15cm) prints
Low Res E-mail* of your stage photographs 10x15cm at 72dpi - (social media purposes only eg.FB & G+)	Included	Excluded	Included
High Resolution EMAIL* (20X30cm at 300dpi stage images via email only for own reproduction - 3rd party print quality at own risk)	Included	Included	Excluded
Postage	Registered Mail included International Postage & Courier excluded	Registered Mail included International Postage & Courier excluded	Registered Mail included International Postage & Courier excluded

*\*Please note, no refunds are available for digital images.*

