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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.

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