

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

## 2023 ORDER FORM

One letter per Block

Student's Name																												
Student's Surname																												
Postal Address for Registered mail <b>OR</b> Physical Address if Courier is paid for.																												
ID Number																			Postal Code									
Daytime Contact no													Cell Phone															
Email																												
Graduation Date	D D / M M / Y Y Y Y												Graduation Time															
University/Institute																												
Identification Describe clothes worn on stage (not the Gown)																												

# STAGE PHOTOGRAPH ORDER FORM

<b>A</b>	<b>High Res Images Only:</b>	x 3 High Resolution Images supplied via Email NB!!! No CD and Refunds for HR Images	R 400 <input type="checkbox"/>
<b>B</b>	<b>Photo Prints Only:</b>	x 3 (20x30cm) Prints x 6 (10x15cm) Prints Plus !! Low Res Email (10x15cm 72dpi)	R 450 <input type="checkbox"/>
<b>COMBO A+B</b>	<b>Prints + High Res Images:</b>	x 3 (20x30cm) Prints x 6 (10x15cm) Prints x 3 High Res Images via Email NB!! No CD and Refunds for HR Images	R 550 <input type="checkbox"/>

EXTRA R150 FOR NATIONAL COURIER

EXTRA R60 FOR INTERNATIONAL POST

I will Collect at the studio in Pretoria

AMOUNT PAID

CASH	Credit Card	EFT
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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 (each graduate) 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 <small>Either a 3rd stage photograph or a portrait photograph - depending on your institution.</small>	1 (20x30cm) print 2 (10x15cm) prints & Digital image via email	Digital Image Only via email	1 (20x30cm) print 2 (10x15cm) prints
Low Resolution Email* of your stage photographs <small>10x15cm at 72dpi - (social media purposes only eg.FB &amp; G+)</small>	Excluded	Excluded	Included
High Resolution Email* of your stage photographs <small>20x30cm at 300dpi images via email only for own reproduction. (3rd party printing quality at own risk)</small>	Included	Included	Excluded
Postage	International Postage & Courier excluded	N/A	International Postage & Courier excluded

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

