



# MOUNTAINWEST STUDIOS

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## SECOND PHOTO DAY INFORMATION AND PROCEDURES FOR PREPAY ORDERS

This will confirm the Second Photo Day procedures for Student Portraits at your School for the 2017/2018 school year.

1. The photo session will take about half an hour unless a longer session is requested.
2. In order to ensure **PRE-CHRISTMAS** delivery of all portraits, the students will be photographed on a **PREPAY** plan.
3. **IMPORTANT:** Portrait packages will only be made for students who submit a Photo Order Envelope with Payment to the photographer on photo day.
4. **Please Note:** Orders handed in **after** photo day require special processing and are therefore subject to a \$10 handling fee. These orders will be processed separately from the school orders and mailed directly to the customer's home address.
5. When advised of the photo date, please publicize the date to all students and parents.

Suggested wording for a Newsletter:

### TO ALL PARENTS: ADDITIONAL STUDENT PORTRAITS

In order to ensure delivery of all portraits before Christmas, Portrait packages will only be made for students who submit a Photo Order Envelope with Payment to the photographer on photo day.

**There is no risk, as all photos are fully guaranteed.**

If your child was absent for the original photos, or if you have chosen not to order from the first portraits, please have your child obtain a Photo Order Envelope from the School Office. The student will give the Photographer your payment enclosed in the Order Envelope on Photo Day.

**Please Note:** Orders handed in after the second photo day require special processing and are therefore subject to a \$10 handling fee. These orders will be processed separately from the school orders and mailed directly to the customer's home address.

Thank you for your confidence in Mountain West Studios.

**Your Mountain West Studios Photographer**