



How to Order Prints & Digital Photos

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1. PLEASE CHECK YOUR PROOFS ON YOUR PDF

- Your proof sheet is for viewing purposes only
- Some poses may appear slightly light or dark, but final prints will be the best possible rendition of the image

2. PLACE YOUR ORDER

- Choose the specific pose(s) of your choice and size, choose either digital, print or both (**Digital files are sent electronically and do not incur tax or shipping**)
- Payment must accompany order (see methods on the form below)
- Print orders take 2-3 weeks to complete
- Choose to pick up your prints or have your order shipped. Shipping incurs a set cost.

PRINT ORDER PRICING

SPECIAL \$130 SPECIAL (from one pose only)

INCLUDES: two 8x10, two 5x7, four 4x6 and one set of wallets (8).

CREATE YOUR OWN PACKAGE

SIZE	ONE pose	TWO or more of same pose and size
4 x 6	\$15.00 each	\$12.00 each
5 x 7	\$20.00 each	\$16.00 each
8 x 10	\$25.00 each	\$20.00 each
11 x 14	\$40.00 each	\$32.00 each
Wallet size	\$25.00 for 8	

B/W prints available at same price; B/W with coloured hoods, add 50%.

DIGITAL FILES (no prints)

ENTIRE SET \$150.00

GRADUATE'S NAME

Name: _____ Last: _____

Name of person ordering: _____ Date: _____

Phone: _____ Email: _____

RETOUCHING**Basic retouching** of minor blemishes **only**, is free of charge, but **must be requested** and specified in the space below.**Specific retouching** (hair, teeth, etc.) Requests must be discussed with us and will incur a cost (\$75/hour). Please phone to discuss.

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PRINT ORDER

ORDER # (eg. SMI 17 123-04) <i>This is shown on the bottom of each image</i>	SPECIAL Select # of sets	WALLETS Select # of sets	4 x 6 Select qty.	5 x 7 Select qty.	8 x 10 Select qty.	11 x 14 Select qty.	COST
1							\$
2							\$
3							\$
4							\$
5							\$
6							\$

SUBTOTAL & SHIPPING

Print order subtotal \$

12% Taxes \$

Select shipping : \$

PRINT ORDER TOTAL \$**DIGITAL ORDER**

Yes	Indicate entire set below with number (eg. SMI 17 123) <i>This is shown on the bottom of your images</i>	\$
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3. PAYMENT

- **Email only** at this time.
- **After you have emailed your order form, please click** uvic.ca/communicationsmarketing/photos/pay/index.php to make your secure payment by Visa, Mastercard, or Debit.
- (On the payment site the **invoice/order number** is the **first eight digits** of your order number found on the bottom of each image **eg. SMI 17 123**)

ORDERS	TOTALS
PRINT ORDER TOTAL	\$
DIGITAL ORDER TOTAL	\$
TOTAL	\$

Please fill in your name and address for mailing purposes only:

Name: _____

Address: _____ Postal Code: _____