

PAHS YEARBOOK POSE ORDER FORM

STUDENT'S NAME: _____ PHONE: _____

PARENT/GUARDIAN NAME: _____ PHONE: _____

ADDRESS: _____

Pose # Selected for Yearbook: _____

Detach here if no additional portraits are required. Mail this form **along with our copy of the proofs** before **August 26th** to:

K & K Photography, 16554 Rte. 119 Hwy. N., Rochester Mills, PA 15771 724-286-3127

Please use this form for any additional portraits you desire. Remember to enclose your payment with your order. Completed orders will be ready approximately 4 to 6 weeks after order is placed. You may elect to have them mailed to you (requires payment in full + \$5.00 shipping charge) or accept delivery here at the studio with a minimum 50% deposit.

All orders are subject to 6% PA Sales Tax.

POSE NUMBER	QUANTITY List actual # of photos wanted	SIZE (ex: 8x10, 5x7, 4x5 or wallet)	COST (each)	LINE TOTAL (quantity x cost)
9999	1	8x10	\$32.00	\$32.00
9999	4	5x7	\$22.00	\$88.00

Sub-Total	
6% PA Sales Tax**	
Postage & Handling	(\$5.00)
Total	
Payment (Deposit)	
Balance Due	

*** If you wish to have your order mailed, please add \$5.00 for shipping and handling. Otherwise we will call and schedule a pickup time.**

K & K Photography

16554 Rte. 119 Hwy. N. • Rochester Mills, PA 15771 • 724-286-3127

Dear PAHS Senior:

Enclosed are the “proofs” from your Yearbook Session at the High School. We hope you enjoy them and are pleased with the results. There is no charge for your year book pose.

While viewing your poses, please bear in mind they are only proofs, and that the final color, sharpening, cropping and retouching corrections will be made during the actual printing stage. These should only be used to select your favorite expression.

You will find two copies of your “proofs” in this packet. One is for you to keep, and one needs to be returned to us with your order form when making your choice for the yearbook. This will enable the studio to print the correct pose. Each proof is numbered and that number must be referred to when making your selection. Please make your selection and return it to the studio no later than **August 26th**, sooner if at all possible. Failure to return our copy of the proof sheet relieves the studio of any responsibility should the wrong image be printed.

If you would like to order portraits for your personal use, please see the price list below. Also remember to list the correct pose number of your selection. All orders must be accompanied with at least a 50% deposit, (or paid in full + \$5.00 shipping charge if you wish to have them shipped to you) and the balance be paid at the time of delivery. We accept checks or money orders made payable to K & K Photography.

Portrait Pricing

We do not offer packages. You design your own. This allows you to order exactly what you need.

4x5's	\$17.00 ea	11x14's	\$125.00 ea
5x7's	\$22.00 ea	16x20's	\$150.00 ea
8x10's	\$32.00 ea	20x24's	\$205.00 ea

Our 11x14, 16x20, and 20x24 sized wall portraits are mounted on art board and have a protective UV coating applied to the surface of the image. They are ready for framing.

Wallet Portrait pricing is as follows:

WALLETS (Each quantity is based on one pose and may not be split into additional poses.)	
8 wallets	\$15.00
24 wallets	\$35.00
48 wallets	\$50.00
72 wallets	\$65.00
96 wallets	\$75.00

Please use the enclosed order form for both your year book selection and orders.

Remember, you must notify the studio of your selection before August 26th.

Studio Policies

ABOUT OUR POLICIES

Copyright – The Copyright Act protects photographers by giving the author of the photography exclusive right to control the making of copies. It is illegal to copy or reproduce the photographs we create for you without the written permission of the studio. Violators of this Federal Law will be subject to its statutory, civil and criminal penalties. If you have special needs or requests, please discuss them with us so that we may serve you better.

Payments – A deposit equal to at least 50% of your order total is required before any work on your order is done. The balance is due when it is completed, usually within four to five weeks. Orders not picked up within a reasonable time after being notified of its completion may be subject to a handling charge. Orders can be shipped to you for a charge of \$5.00. Payments can be made by cash, check, or money order. NSF checks returned to us from the bank will incur a \$35.00 service charge.

Partial Orders – No portion of an order will be delivered until the balance is paid in full.
Changes to Orders – Due to the custom nature of your portraits, there can be no deletions after the lab has started processing your order. Additions and re-orders can be made at any time.

Studio Hours – Because we are a personalized business and just stopping by would be an interruption of another client's time, we must insist that all visits to the studio, from your actual photography to the pick-up of your completed order, be by prearranged appointment only. Please don't stop in just because you are "in the area," please call us first and we will make every effort to get you in at your convenience.

Phone Hours – You can normally reach us by phone, Tuesday through Thursday from 9:00 AM to 5:00 PM. Occasionally our answering machine takes over for us when we are busy doing other things. Please, if our machine answers leave us a message. We will call you back as soon as possible.
