

Portrait Order Form

TO PLACE YOUR ORDER:

If placing your order by phone, you do not need to complete this form. Please call → _____

To place your order by mail, please complete this order form (follow the instructions below) and send to → _____

For customer service inquiries call → _____

TO SELECT YOUR YEARBOOK POSE:

Your yearbook staff requires a portrait in the following style:

If your school allows you to select your yearbook pose, place the yellow yearbook sticker on the back of the proof you want to appear in the yearbook.

Section 1: Packages

- Write the item number, name, quantity, and price for your selected package(s):
- Check texture choice (if package includes it)
- Write the total
- Make sure all the proofs you are ordering from have a proof sticker on the back (indicating the quantity of portraits)

Item No.	Package Name	Texture Choice <small>(If package includes it)</small>	Qty.	Price	Total
		<input type="checkbox"/> Fine Linen <input type="checkbox"/> Natural Default texture: Natural			

Section 2: Portraits, Proofs, & Canvas

- Write in item number, description, quantity, and price for any additional portraits, proofs, folios, and canvas (if not included in your package).
- Write in the total for each item.

Item No.	Description	Qty.	Price	Total

Section 3: Extras

- Write the item number, description, quantity, and price for any extras such as personalized wallets, linen & protective finish, extra poses, and albums (if not included in package).
- If ordering personalized wallets, make sure the personalized wallet sticker is completed and placed on the back of any proof you are ordering from. (make sure your proof stickers indicate which design to use for that pose.)

Item No.	Description	Qty.	Price	Total

Section 4: Total

- Total order and write in next to Subtotal. Calculate your sales tax as indicated on your form (some states charge sales tax and package & handling).
- Add the subtotal, sales tax, and package & handling and record it next to Portrait Order Total.
- Subtract any proof deposit paid from your Portrait Order Total and write it next to Current Total.
- Indicate payment enclosed (at least half your balance is due with your order).
- If including a partial payment, subtract from Current Total and add the COD charge. This will be your balance due upon receipt of order.
- Send completed order form, proofs (with completed proof stickers on back) and payment to address listed above. An envelope is included for your convenience.

Special Instructions <small>(for office use only)</small>	Subtotal
	Portrait Order Total
	Subtract Proof Deposit (if applicable)
	Current Total
	Payment Enclosed <input type="checkbox"/> RT
	COD Charge
	Balance Due

Payment Method:

- Check or MO (Payable to Prestige Portraits by Lifetouch)
- Credit Card



We reserve the right to correct mathematical errors. We are not liable for failure or delay to produce or deliver portraits caused by transportation, materials, labor dispute, natural disaster, or any other cause beyond our control.

Expiration Date

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Cash - Accepted in person through order assistance ONLY. Do NOT send cash through mail

SHIP TO (if different from above address)

Home #:

Work #:

Print Name _____

Signature _____



Office Use Only

Y.B. Selection:
OAID #:
Date Taken: