

Photo Re-Order Form

To re-order by MAIL:

Fill out & send this entire sheet, along with payment, to our address below.

To re-order by FAX:

Fax this completed form to (914) 738-5572. Credit Card orders only.

To re-order ONLINE:

- 1) Go to www.highpointpictures.com, then click 'Find Your Photos'.
- 2) Go the folder containing the photos you're looking for and follow the instructions to enter that Gallery. *Tip: Password is the school's Zip Code.*
- 3) Complete your order online with your credit card (MasterCard/Visa only).

*Reminder - All credit card transactions made through our website are completely secure and we **never** publicly display or share any of your personal or financial information.*

OFFICE USE: Ph F M
____ / ____ / ____

THANK YOU FOR YOUR ORDER!

Please **ONLY** use this form to place a re-order for pictures you've already ordered and received from us. **If you're looking to place a new order, please do not use this form.** Instead, please use our online galleries with secure checkout OR refer to any forms or notices you've received about purchasing photos from your event. If you need more information, please contact us anytime.

Important: Return Instructions

If any photos you've received do not meet your expectations or are incorrect in any way, please return them to us immediately. **WE FIRST NEED THE UNWANTED PHOTOS RETURNED TO US IN ORDER TO CORRECT ANY PROBLEMS.** We will act upon your request immediately upon receipt and we apologize for any inconvenience or error!

TIP: You can save on return postage by sending the bad photos to us in the original white cardboard mailer that you received. On the outside of that mailer, simply cross out your address and write "Refused - Return to Sender", then leave the re-sealed mailer for your Postman to pick up *at your home*. This will have the mailer sent back to us at no charge to you.

YOUR ORDER

A. Group Pictures: Graduating Class Pictures, Sports Team Pictures, Fall Class/Grade Pictures

- No picture numbers are needed to order any group pictures listed below. Call ahead if you are unsure of availability.

Totals

- | | |
|------------------------------------------------------------------------------------------------------------------|---------------------------------------|
| 1) Graduating Class Picture (Taken on Graduation Day, 8x10 only, <i>specify school & year below</i>) | ____ 8x10's @ \$18.95 each = \$ _____ |
| 2) Sports Team Picture (8x10 only, <i>specify sport, team, level & season below</i>) | ____ 8x10's @ \$15 each = \$ _____ |
| 3) Class or Grade Picture (Taken each Fall at school, 5x7 only, <i>specify Homeroom below</i>) | ____ 5x7's @ \$10 each = \$ _____ |

NOTE: Previews of #1 & #2 above are available on our website - see instructions above.

B. All Other Pictures: Picture numbers are needed; they can usually be found on the back or side of the pictures you've already ordered. Check this box if you need us to look up picture #'s for you.

Picture Number	Size & Quantity Desired
1) _____	(4) Wallets @ \$12.95/set (2) 3x5's @ \$12.95/pair (5) 5x7's @ \$12.95 each (8) 8x10's @ \$18.95 each = \$ _____
2) _____	(4) Wallets @ \$12.95/set (2) 3x5's @ \$12.95/pair (5) 5x7's @ \$12.95 each (8) 8x10's @ \$18.95 each = \$ _____
3) _____	(4) Wallets @ \$12.95/set (2) 3x5's @ \$12.95/pair (5) 5x7's @ \$12.95 each (8) 8x10's @ \$18.95 each = \$ _____
4) _____	(4) Wallets @ \$12.95/set (2) 3x5's @ \$12.95/pair (5) 5x7's @ \$12.95 each (8) 8x10's @ \$18.95 each = \$ _____

Note: Wallets and 3x5's come in sets/pairs of the same picture.

Shipping & Handling (Out of US: \$8.00) \$ 3 . 5 0

Late Fee (\$10 if the photos you're ordering were taken over 1 year ago) \$ _____

Sales Tax (NY State residents only / use local rate) \$ _____

GRAND TOTAL \$ _____

C. These pictures are from...

- STUDENT PORTRAITS ('School photos' taken each Fall) *Specify Year:* _____
- GRADUATION (Taken on your Spring Graduation Day) *Specify Year:* _____
- SPORTS *Specify team, level, season & school year:* _____
- OTHER EVENT (*be specific*) _____

> Check the appropriate box if these pictures above were given special attention in your initial order:
 Retouching Cropping Other _____

> Other information we may need: _____

CUSTOMER INFO

Student's Name _____

Mailing Address _____

City _____ St _____ Zip _____

DAY Tel # (_____) _____ - _____ ext. _____

EVE Tel # (_____) _____ - _____

Student's Grade (at the time pictures were taken): _____

School Name:

PAYMENT INFO

Ordered by: Mom Dad Student Other: _____

Payment: Check VISA MasterCard

1) Credit Card # _____ . _____ . _____ . _____

2) Expiration Date (2 digit month & year only) _____ . _____

3) Cardholder's Signature _____

4) Cardholder's Printed Name _____

• Please allow 3-4 weeks for delivery.

office use: charge date



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 Email staff@highpointpictures.com • Website & Online Ordering >> www.highpointpictures.com