

# Return Form

If any prints do not meet your expectations or are incorrect in any way, please return them to us immediately. WE FIRST NEED THE UNWANTED PHOTOS RETURNED IN ORDER TO CORRECT ANY PROBLEMS. Please also complete the short form below.

Student's Name _____
School Name _____
Grade in school (when the photos were taken) _____
Who should we follow up with? Mom Dad Student Other
Mailing Address _____
City _____ St _____ Zip _____
Daytime Tel. # (_____) _____ - _____ ext _____
Email _____

**Return Instructions**

Just print this completed form and send it with any unwanted or incorrect photos to our office address (below).

Allow 7-10 days for delivery of replacement prints, but we always try for faster turnaround.

We sincerely apologize for any inconvenience or error in printing!

**OFFICE USE**

Rec'd \_\_\_\_/\_\_\_\_/\_\_\_\_

Sent \_\_\_\_/\_\_\_\_/\_\_\_\_

**1 Please circle the job or event that the enclosed photos pertain to:**

Student Portraits   Graduation Day   Sports Teams   Family Photo Day   Other: \_\_\_\_\_

**2 About when were these photos taken (month & year)? \_\_\_\_\_**

**3 Your original order was placed using which method?**

Online   Mail   Fax   Phone   Pre-Pay (handed-in at school)

About when did you place this order?

\_\_\_\_/\_\_\_\_/\_\_\_\_

**4 Why are you returning these photos?**

Unsatisfactory quality   Wrong image   Wrong size / quantity  
Problem or flaw with your photos \_\_\_\_\_

Your original Order #  
(if you placed your order online)

\_\_\_\_\_

**5 What action should we now take?**

**REPRINT** the enclosed photos & send them to the address above. Include special instructions for us here (darker, lighter, cropping, etc.)

**EXCHANGE** the enclosed photo(s) for the following (indicate the correct photo #, team or class name, etc.). Please supply as much information as possible.

**REFUND** our payment for the enclosed prints.

Please circle the reason: unsatisfactory quality   child not in photo   other \_\_\_\_\_  
Amount due to you: \$ \_\_\_\_\_ Make our check payable to: \_\_\_\_\_

