

# Portrait Order Form



Hopefully this order form will help you organize everything when it comes down to order time. Remember to fill in each column so we know exactly what you need (if we get confused we'll give you a call). For orders under \$100 to one address please include your complete payment with the order. Any individual orders over \$100 you can send us a check or credit card info for something over half and we'll get the ball rolling. If there are multiple orders to one address, we'll be glad to separate and label each one for you. And if you live out of state, you don't have to pay our 6.75% sales tax! Normally we'll have your order on its way to the lab within a day or two after we get it, and you can figure an average of about 6 weeks to get your prints - most professional labs would rather do it "right" than "right now", we agree! And remember, if you have questions we're just a phone call away!

Pose	Quantity	Size	Print Type	Price Each	Total

Sitting Name & Date \_\_\_\_\_/\_\_\_\_/\_\_\_\_  
 Your Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City, State, Zip Code \_\_\_\_\_  
 Daytime Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_  
 Email \_\_\_\_\_

Subtotal	
Tax 6.75% NC	
Shipping	\$10.00
Total	
Deposit	
Balance	

**Credit Card Info** \_\_\_\_\_ **Exp.** \_\_\_\_/\_\_\_\_/\_\_\_\_  
**Signature** \_\_\_\_\_ **C2V** \_\_\_\_\_

*If billing address is different from shipping address, please include it below in the comments/instructions area.*  
 Comments/Instructions (Head swaps, retouching, etc.)