

# PICTURE DAY! Picture Day is September 15th, 2015 Retakes will be October 23rd, 2015 @8:30

Dear Parents,

We're excited to be taking your child's school photos again this year! Should you have any questions regarding Picture Day, here are some details for you to review.

There are 2 ways for you to order photos:

## **PREPAID ON PICTURE DAY:**

With the Prepaid Program that is used with High School, there is **NO proof envelope** supplied; therefore, you need to submit your order form with payment on Picture Day. Payments by Cash, Cheque or by entering your Credit Card information on the form are accepted.

Order forms are supplied to the school before Picture Day for distribution. You should also be able to print one from the School's website or by contacting our office before Picture Day so I may get one to you in time.

## **ONLINE ORDERING:**

If you prefer to view the photos before ordering, we will be posting the images online within 48 hours of Picture Day and you can place your order online. Please take note that **after 7 days** of Picture Day all online orders are subject to **late fees** and the photos will be mailed out directly to your home. Late fees are required due to the fact that with our services there is a one time delivery to the school. With that said, all orders received after the 7 days will not meet such deadlines.

**PASSWORD:** is available on the sitting card that the Photographer will be giving to the students on Picture Day and will also be on the Student Card which is delivered to the school within a week of Picture Day but may not be made available to students right away. Please make sure to keep your sitting card as we won't be able to give out passwords over email requests due to privacy regulations.

## **RETAKES:**

If you placed your order on Picture Day (Prepaid) and you are not happy with the photos, please return the photo package to the Photographer on Retake Day. We will reprint your package with the Retake photo.

***NO RETAKES AVAILABLE FOR ORDERS DONE ONLINE SINCE YOU VIEWED THE PHOTOS BEFORE ORDERING.***

Same is applicable to the Retake photos. You will have 7 days to order online without any fees if you choose to.

Should you have any questions, please do not hesitate to contact us!

Thank You

Celine Martin  
Office Administrator  
Picture This Too  
Picturethistoo.ca

**PICTURE TH!S**  
**PHOTOGRAPHY**

1-888-725-4444 - answers@picturethistoo.ca