

Dear Graduate,
 Congratulations on your academic achievement.
 We are happy to announce that we have been appointed as your official photographer.

PLEASE TAKE NOTE OF THE FOLLOWING POINTS:

- *Kindly note only paid orders will be accepted.
- *Offer only valid on the day of your graduation.

We offer two services at your graduation;

1. FAMILY / STUDIO PHOTOGRAPHS (see attached Family Photograph Order Form)

These photographs will be taken from 2 hours before the graduation ceremony and again after the ceremony.

Please note no Family / Studio Photographs will be taken during the ceremony.

2. STAGE PHOTOGRAPHS (See attached Stage Photograph Order Form)

We will be taking 3 photographs of you (each graduate) during the ceremony, remember to look at the cameras with a smile.

Packages on offer.

	COMBO A+B	PACKAGE A	PACKAGE B
First Photograph (On Stage)	1 (20x30cm) print 2 (10x15cm) prints & Digital image via email	Digital Image Only via email	1 (20x30cm) print 2 (10x15cm) prints
Second Photograph (On Stage)	1 (20x30cm) print 2 (10x15cm) prints & Digital image via email	Digital Image Only via email	1 (20x30cm) print 2 (10x15cm) prints
Third Photograph <small>Either a 3rd stage photograph or a portrait photograph - depending on your institution.</small>	1 (20x30cm) print 2 (10x15cm) prints & Digital image via email	Digital Image Only via email	1 (20x30cm) print 2 (10x15cm) prints
Low Resolution Email* of your stage photographs <small>10x15cm at 72dpi - (social media purposes only eg.FB & G+)</small>	Included	Excluded	Included
High Resolution Email* of your stage photographs <small>20x30cm at 300dpi images via email only for own reproduction. (3rd party printing quality at own risk)</small>	Included	Included	Excluded
Postage	International Postage & Courier excluded	N/A	International Postage & Courier excluded

**Please note, that no refunds are available for digital images.*