

# Rod Bolten Photography

## Simple Steps for Ordering Portraits

(201) 445-9355

1. Review the packages and the a la carte section. A La Carte items are only available with the purchase of a package. Remember, these are only proofs. Your enlargements will be color corrected, cropped and retouched as needed.
2. If also ordering a la carte you may pick a different pose than your package.
3. Your order form requires a proof number with ordering. This number is located on the *back* of each proof, for example: img\_123.jpg
4. Please choose your yearbook pose & make sure to fill in the “yearbook pose proof #” in the upper right hand corner of the order form. *This must be done whether you are purchasing a package or not and returned by the noted deadline.*
5. If your proofs are not submitted by the deadline date below the studio will select your yearbook photo, **no exceptions.**
6. For yearbook purpose only, girls must choose a photo wearing the black drape. Boys must choose a photo with tuxedo or suit jacket & tie. If one is not chosen, the studio will choose one for you.
7. You are not obligated to pay the Total Due amount in full. You can choose to leave a \$100 deposit and you will be billed for the balance of your order. Please note: photos will *not* be shipped until balance is paid in full.
8. All proofs must be returned along with your completed form by the deadline date listed below. All orders received after this date will require an additional **\$20.00** processing fee.
9. If you would like a re-shoot you must call our studio within 10 days of receiving your proofs. There is a \$35.00 sitting fee for all re-shoots. To schedule a re-shoot please call Rod Bolten Photography at 201-445-9355