HOW TO ORDER SCHOOL PHOTOGRAPHS

Shortly school photos will be taken at your school. Order envelopes either have been or will be distributed to all pupils. It is important that instructions are followed in order to save confusion and disappointment.

1. **All students ordering photographs are required to return an order form to the School by PHOTO DAY.**

2. Select your preferred package from the options printed on the flyer which is enclosed in the order envelope provided.

3. You must complete a separate order envelope for each purchasing child. Clearly mark the package and gifts you wish to purchase on the order envelope in the space provided using a black or blue ball point pen, complete all your contact details and enclose the correct payment using one of the options listed below.

**CASH:** Please enclose exact monies as no change is available.
If paying for additional siblings in one envelope, please make note which envelope payment has been made.

**CHEQUE:** Please print name, address and telephone on rear of cheque. If payment is declined by your bank, then dishonour fees will apply. Please allow 60 days for your cheque payment to be finalized.
PLease make cheques payable to: ADVANCEDLIFE PHOTOGRAPHY

**CREDIT CARD:** Payments can only be made on-line. An order envelope must be completed and returned to your school prior to photo day. If paying for more than one student, one transaction can be made by adding up the total of all order envelopes and recording the receipt number on all envelopes paid for.

**ONLINE INSTRUCTIONS**
Go to: www.advancedlife.com.au
Click on online payments and re-orders, click on proceed
Enter the three letter online payment code (ie: SCH), then click OK
Enter your information and payment details
Click on next to process payment.
Check your payment details, then click on submit payment,
A confirmation page will appear, record receipt number on the order envelope under payment method: "online payment"
Return order envelope to school before photo day.

4. **SIBLING PHOTOS** - order envelopes for sibling photographs may be collected from your school office prior to photo day and must be returned to your school office before photo day.

**PLEASE NOTE:** All orders received after photography day will incur a Re-order fee.

Kind Regards,

advancedlife photography

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