

Cap and Gown Portraits

Please select from the following one and/or two pose packages for your cap and gown portrait. You may also select from our many accessories to add to your portrait purchase. You have the choice of six different backgrounds and six different poses. **ANY** background may be used with **ANY** pose. Package content will be equally divided between the selected poses on the multi-pose packages. **Consult with your parents when making your selection of poses and packages.**

Please complete and bring the order form with your 50% order advance payment when you are photographed.

DO NOT SEAL THE GREEN ORDER FORM IN THE PAYMENT ENVELOPE, ONLY YOUR MONEY!

<p>2- 8 x 10's 4- 5 x 7's 8- 3.5 x 5's 48- Wallets</p> <p>1</p> <p>\$207.00 Retouched \$195.00 Natural</p> <p>1 or 2 Poses</p>	<p>2- 8 x 10's 2- 5 x 7's 4- 3.5 x 5's 32- Wallets <i>"Most Popular"</i></p> <p>2</p> <p>\$162.00 Retouched \$150.00 Natural</p> <p>1 or 2 Poses</p>	<p>4- 5 x 7's 2- 3.5 x 5's 12- Wallets</p> <p>3</p> <p>\$98.00 Retouched \$86.00 Natural</p> <p>1 or 2 Poses</p>	<p>4- 3.5 x 5's 8- Wallets</p> <p>4</p> <p>\$66.00 Retouched \$54.00 Natural</p> <p>1 or 2 Poses</p>	<p>1- 10 x 13 2- 8 x 10's 4- 5 x 7's 8- 3.5 x 5's 56- Wallets</p> <p>5</p> <p>\$221.00 Retouched \$215.00 Natural</p> <p>1 Pose</p>	<p>3- 8 x 10's 4- 5 x 7's 8- 3.5 x 5's 40- Wallets</p> <p>6</p> <p>\$196.00 Retouched \$190.00 Natural</p> <p>1 Pose</p>
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All Packages include North Carolina sales tax.

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(Image Download is included with any purchase of \$150 or more.)

<p>2- 8 x 10's 4- 5 x 7's 6- 3.5 x 5's 28- Wallets</p> <p>7</p> <p>\$171.00 Retouched \$165.00 Natural</p> <p>1 Pose</p>	<p><i>Family Special</i></p> <p>2- 8 x 10's 4- 5 x 7's 8- 3.5 x 5's 16- Wallets</p> <p>8</p> <p>\$154.00 Retouched \$148.00 Natural</p> <p>1 Pose</p>	<p><i>"Best Value"</i></p> <p>1- 8 x 10 2- 5 x 7's 4- 3.5 x 5's 16- Wallets</p> <p>9</p> <p>\$114.00 Retouched \$108.00 Natural</p> <p>1 Pose</p>	<p>1- 8 x 10 1- 5 x 7 2- 3.5 x 5's 8- Wallets</p> <p>10</p> <p>\$81.00 Retouched \$75.00 Natural</p> <p>1 Pose</p>	<p>2- 5 x 7's 2- 3.5 x 5's 8- Wallets</p> <p>11</p> <p>\$66.00 Retouched \$60.00 Natural</p> <p>1 Pose</p>	<p>1- 5 x 7 2- 3.5 x 5's 4- Wallets</p> <p>12</p> <p>\$50.00 Retouched \$44.00 Natural</p> <p>1 Pose</p>	<p>2- 3.5 x 5's 4- Wallets</p> <p>13</p> <p>\$32.00 Retouched \$26.00 Natural</p> <p>1 Pose</p>
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Wallet Specials: May ONLY be ordered with any package above. A "Wallet Special" may **NOT** be your only purchase. (One pose only)













Size-2.75 in. x 3.5 in. **14** 24- Wallets **\$30.00** **15** 40- Wallets **\$45.00** **16** 72- Wallets **\$62.00**

Additional Portraits: May be added to any package or may even be ordered to design your own complete package.

17 1- 20 x 24 **\$195.00** **18** 1- 16 x 20 **\$140.00** **19** 1- 10 x 13 **\$40.00** **20** 1- 8 x 10 **\$30.00** **21** 2- 5x7's **\$30.00** **22** 4- 3.5x5's **\$25.00** **23** 12- wallets **\$25.00**

Pose/Background Choices: You may mix or match any pose with any background to complete images in your package.

***If no Background is chosen we will use #4019 as the default.**

					
Background 1001	Background 2013	Background 3016	POSE 1 * Holding Cap	POSE 2 * Thumbs Up	POSE 3 * Holding Cap and Diploma
					
*Background 4019	Background 5020	Background 6025	POSE 4 * Holding Diploma	POSE 5 * Wearing Cap Only	POSE 6 * Wearing Cap Holding Diploma

Accessories: Add these items to your portraits.

<p>*Frames Do Not Include Tassels or Portraits.</p>  <p>Tassel Frames</p> <table border="0"> <tr> <td>Pecan</td> <td>Black</td> </tr> <tr> <td>8 x 10 \$60.00</td> <td>8 x 10 \$60.00</td> </tr> <tr> <td>5 x 7 \$45.00</td> <td>5 x 7 \$45.00</td> </tr> </table>	Pecan	Black	8 x 10 \$60.00	8 x 10 \$60.00	5 x 7 \$45.00	5 x 7 \$45.00	<p>8 inch Statuette \$30.00</p> 	<p>Tassel \$15.00 (tassel in your school color)</p> 	<p>Image Pack CD \$50.00 per pose. Only \$30.00 when ordered with Package 1-13. No refunds on cd's. <u>Templates</u> only included.</p>
Pecan	Black								
8 x 10 \$60.00	8 x 10 \$60.00								
5 x 7 \$45.00	5 x 7 \$45.00								
<p>Portrait Announcements Call studio for order information 4 styles available</p> 	<p>Dog Tag \$12.00</p> 	<p>Extreme Enhancement \$15.00 per pose *See reverse side</p> <p>Sr. License Plate \$25.00</p> 	<p>2-Keyrings \$14.00</p>  <p>Class of 2018</p> <p>Coffee Mug \$18.00</p> 						
<p>Personalized Wallets Add your first name to your wallets. \$5.00 per pose (script)</p> 	<p>4 x 6 Metal Print \$18.00</p>  <p>Ink Pen \$10.00</p> 	<p><i>Carlton Hubbard Photography</i></p>							

3619 Sycamore Dairy Road • Fayetteville, NC 28303

910-487-4443 • toll free 1-888-238-6355 • Monday-Friday 9am to 6pm • www.carltonhubbardphoto.com

Cap and Gown Portrait Information



Please follow these suggestions and we will create a beautiful keepsake for you. Please retain this brochure until your portraits are received.

Young Ladies:

- *Please take a few moments to perfect your nails. Chipped nails or polish will distract from your portraits. Either hand may be used in portraits. Always use a nail polish color that will compliment the gown color.
- *Remember to bring your **class ring** or a sentimental ring with you.
- *Some hairstyles will not work wearing the cap. Consider your hairstyle when selecting your pose if you wish to wear your cap.
- *Large **glaring** earrings will distract from your facial features.
- *Wear a shirt or blouse with a V-neck or low collar. You should try to avoid shirts that may need to be pulled over your hair (tee shirts, etc).
- *We supply Cap and Gowns.

Ordering Information:

- *Please take the time to plan your cap and gown portraits with your parents at home. Consider the number of portraits you will need to share with family and friends. Package prices are the most economical purchase offering, while reorder portrait pricing is slightly more expensive.
- ***Order form and payment envelope MUST be filled out by parent or Senior.**
- *Select the package you need to fill all your portrait requirements.
- *If any skin acne is present we strongly suggest you order *Retouched* or *Extreme Enhancing*.
- *Decide if our **Extreme Enhancement** would be beneficial to enhance your portraits.
- *Choose the number of pose(s) in your package selection. Order as many poses as you like and need.
- *Choose the background and pose combination you would like to use in your portraits.
- *Complete your order form for pose, background and package. No refunds will be allowed if the selection you make does not match the selections your parents wanted. Default Background is #4019
- *Bring **COMPLETED GREEN order form** to the photographer on portrait day. Enclose and seal your **50% non-refundable order advance** in the payment envelope supplied. Please **seal** your money in the envelope.
- ***DO NOT SEAL THE COMPLETED GREEN ORDER FORM IN YOUR PAYMENT ENVELOPE***

Payment Information:

- ***50% MINIMUM NON-REFUNDABLE** order advance payment is due at time of session. This order advance is half of the total for the package and accessories.
- *Cash, checks, money orders or online credit card orders are accepted.
- *Checks must include North Carolina drivers license number, child's name and school. No out-of-state, under #500 or counter checks will be accepted. Current address must also be supplied for the account. Checks will be processed electronically. They must be written in ink and legible to be accepted.
- *Checks should be made payable to **CARLTON HUBBARD PHOTOGRAPHY.**
- *Master Card, Visa, American Express & Discover cards will be charged for the **FULL** amount of purchase. **Online purchases only! No Credit Card accepted at camera on portrait day.**
- *All credit card orders must be placed with the online service available. See info below right.
- *All balances will be due upon delivery at the school. This will be 5-6 weeks after portrait day.
- Checks **WILL NOT** be accepted for the final balance. **Cash or money orders only!**
- *Any collections for a returned check or unpaid balance will be handled by Cash Flow Solutions, Inc. with a \$25.00 collection fee added. Fees will be added to Senior Dues.

Shipping and Delivery Information: Packages may be shipped directly to your home for a fee or may be delivered to the school for **FREE**. Please call us with any questions on shipping or ordering.

Free School Delivery: Approximately 5-6 weeks after the portrait date, we will schedule a delivery to the school. You will be notified by postcard of the delivery date and any balance due. The school will also announce the date at the school. This balance must be paid before you receive the portraits. If you fail to take delivery of your portraits at this time, you will need to make arrangements to pick up the portraits at the studio or to have them shipped to your home. **We will ONLY make ONE delivery to the school. Final payment must be paid by cash or money order upon delivery.** Checks will not be accepted for the final payment.

Home Delivery. All portraits must be paid in full to receive home shipping.

Home delivery shipping will be charged and collected as follows:

Standard Mail: \$15 per order (contains no frames.)

Frame Shipping: \$30 per order with the inclusion of any size frame. (Shipped UPS)

Summary of Important Points For You To Remember:

- *Select your package, pose(s), and background with the **assistance** of your parents at home.
- ***COMPLETE ORDER FORM AT HOME AND BRING YOUR 50% ORDER ADVANCE.**
- ***DO NOT SEAL GREEN ORDER FORM IN PAYMENT ENVELOPE***
- *Do not forget to bring your **"CLASS RING"** for your portrait.
- *Remember, we will not be responsible for eyeglass glare or **incorrect** honor materials.
- *Be careful with the use of shiny petroleum products on the hair or lips. These products may produce glare on the scalp, hair or lips. Bald or extremely short hair may have a glare on the scalp caused by natural body oils that we will not be able to prevent or correct.
- ***Call 910.487.4443 or 1.888.238.6355 with any questions anytime. Studio representatives are available Mon.-Fri. 9:00-6:00 for your assistance. After hours, leave a message.**
- *Order enough portraits for everyone. All portraits are protected by the Federal Copyright Law to prevent copying, scanning and reproducing any portrait in any manner for any use.
- *All photos will include CHP logo to ensure our quality and origin of the portraits.
- *Order advance payment fee is non-refundable.

Young Men:

- *A clean shaven face will produce a better portrait. A scruffy and unshaped beard will have an unkempt appearance in the portrait.
- *Try to get a haircut a **week** before your portrait day. Give it time to fill in and appear natural for the portraits.
- *Don't forget your **class ring** for your portrait if your hands show.
- *Make sure your hands are as clean as possible.
- *It is necessary **you wear your own white (SOLID COLOR) shirt** and dark tie for the portraits. Tie may be regular or a fashionable bow tie. *Dress shirts may not be available to use.*
- *We supply Cap and Gowns.

Refunds WILL NOT be available for hair, eyeglass glare, or incorrect honor materials.

Eyeglass Wearers: Thick, tinted or large lenses will glare in most portraits. We recommend a spare set of frames or removal of lenses.

Hair: Retouching **will not** remove stray hair. Hair products and natural body oils may cause a glare on the scalp.

Honor Graduates: It is **YOUR** responsibility to let us know of your honor requirements **BEFORE** you are photographed.

**We can't be responsible for glare, shine, or wrinkles from the "one size fits all stoles" that we are given to use by the school. No refund or retake will be available because of these school stoles.*

*EXTREME ENHANCEMENT

Applying our extra retouching to your Cap & Gown portraits will greatly enhance the value and appearance of the portraits. The finished results will be a beautiful portrait similar to your formal portraits. This enhancement will not only remove acne (blemishes), but also soften the areas of the face, whiten teeth, and enhance the eyes.

(Retouching will NOT correct scars, stray hair, cracked fingernail polish, skin/scalp shine or glass glare.)

Only **\$15.00** per pose

Portrait Need Checklist

Portrait Gifts	Size
Grandparents	_____
Uncles/Aunts	_____
Special Friends	_____
College Application	_____
Job Resume	_____
Graduation Announcements	_____
Thank You Cards (wallets)	_____

Credit Card Orders



To prepay with your credit card online, visit us at:

www.carltonhubbardphoto.com

and look for the secure pre-pay icon. Find your school's cap and gown listing and complete all the steps. All the information must be completed to order. **PLEASE ENTER YOUR ONLINE ORDER NUMBER ON YOUR ORDER FORM AND ON YOUR PAYMENT ENVELOPE.** RETURN THE PAYMENT ENVELOPE. All credit card orders **must** use this secure online service **ONLY**. No credit card orders will be accepted at the school for payment. All orders will be charged in **FULL** when using your credit card.

