

\* GROUP NUMBER (#) \_\_\_\_\_ TIME FOR THIS COSTUME IS \_\_\_\_\_ o'clock.

Please list the time you were scheduled for your group portrait for the costume that this form represents! Please use the time the dance school gave you on photo schedule for the portrait time and **NOT** the time you attend your dance class. This will assist us in printing the correct photos for you. Please complete your order form **BEFORE** you get in line to order your portraits. We will help with any question to assist you with the form before you enter the line.

**PLEASE TAKE THE TIME TO READ THIS ENTIRE FORM. IF YOU HAVE ANY QUESTIONS, PLEASE ASK A REPRESENTATIVE OR CALL THE STUDIO IN ADVANCE.**

\*\*\*\*\*ONE ORDER FORM PER COSTUME. DO NOT MIX COSTUMES ON ORDER FORM.

All portraits ordered and paid for on this form will be printed for only one costume (group or individual).  
\*\*\*\*Have order form **completely filled out** “**BEFORE ARRIVAL**” and you will help keep everyone on schedule. ***WE CAN'T STRESS THIS “PREPAREDNESS” OFTEN ENOUGH.*** Depending on how many forms you have for various costumes, *we may not be able to handle all of your forms at once and you will be asked to come through the line more than once.* This will allow us to prepare the camera cards for all the students in the group that is scheduled at this particular time. *Explanation:* If you have more than **3** forms, it will take too long to prepare all of your forms at once and this will cause others in the scheduled costume to be late for their group or individual portrait and interrupt the schedule of the dance studio. The dance studio has us scheduled for only 10 or 15 minutes per group, not allowing for much extra paperwork.

\*Siblings or friends may be photographed together for any package (up to four people per package).  
\*\*All orders include sales tax. Returned checks collected by Cash Flow Solutions, Inc. with \$25.00 fee added.  
\*\*\*All items will be represented electronically for collection. Payment is your authorization for this process.  
\*\*\*\*Individual posing may be watched by the parents if permitted by the dance studio. If you don't approve of the pose, please **INFORM** the photographer **BEFORE** the photo is taken. Dance school personnel will do the posing for the groups and individuals. All group portraits will be in a closed session without any parents watching.

**All Info Must Be Completed On EACH Order Form For EACH Separate Order.**

Dancer's Name: \_\_\_\_\_

Package(s): \_\_\_\_\_

Group Print Quantity: \_\_\_\_\_

Portrait Personality Items \_\_\_\_\_

Cash Payment: \_\_\_\_\_ Check # \_\_\_\_\_

Credit Card Payment: \_\_\_\_\_

Individual Total \$ \_\_\_\_\_

Name on Wallet \$ \_\_\_\_\_

Group Total \$ \_\_\_\_\_

This Entire Order Total \$ \_\_\_\_\_

(Individual & Group Photo Total For THIS Costume)

**NAME on Wallet!** Place your name or nickname on your wallet photos. Use up to 12 characters and you can personalize your dance portraits. Only \$5.00 per pose. An ` symbol will not be recognized or printed.

Print your name in these boxes. \_\_\_\_\_

Dance Class Name \_\_\_\_\_ Dance Style: Ballet Jazz Hip-Hop Tap Clog Other  
Teacher \_\_\_\_\_ Day of Class \_\_\_\_\_ Actual Class Time \_\_\_\_\_

Costume Description: (Ex. Color or Outstanding Feature on Costume) **GROUP # on Photo Schedule** \_\_\_\_\_

This above section must be completed correctly to ensure correct portrait delivery. Please check with the posted schedule at the dance studio to determine you have all the above information correct. We cannot be held responsible to reprint any group photo if the **Group #** above is incorrect. **MAKE SURE ABOUT GROUP PORTRAIT #.**

All prices include N.C. sales tax. Make checks payable to **Carlton Hubbard Photography**. One check or one payment method may be used for the entire order; **EVEN** with separate order forms. A fee of \$25 will be collected by Cash Flow Solutions, Inc. for any unpaid remittance. NC Driver's License or SSN must be on each check. No out-of-state or counter checks will be accepted. Current address and phone number will be necessary on all checks.  
\*\*\*\*You **WILL BE ASKED** to show a **VALID** North Carolina Driver's License to remit with a check or card. Payment will be presented electronically for collection if any issue exist with payment. Portraits held for any returned payment.  
All portraits will include studio logo to insure our built in portrait quality. All photos are copyrighted!  
**Carlton Hubbard Photography 3619 Sycamore Dairy Road Fayetteville, NC 28303**  
**910.487.4443 1.888.238.6355 www.carltonhubbardphoto.com email info@carltonhubbardphoto.com**