Carlton Hubbard Photography Senior Portrait Order Form

Questions? Call (Toll-Free) 1-888-238-6355 or (Local) 910-487-4443 (9:00- 6:00 Mon.-Fri.) or to leave a message after hours.

SCHOOL_____ **ORDER DATE** _____ DATE RECEIVED *Office Use Only*

Student Name_____

Address_____

City_____NC Zip_____

Home Phone (_____) _____ - _____

Email *(For **Photo App Upgrade**)_____

Name of person placing order:_____

INSTRUCTIONS:

1. Complete form. **Return** top **2** copies with order, **keep** the **bottom** copy for your records.
2. **Enclose** at least **50%** (half) of purchase total with the order or make the payment in full.
3. Mail by **DUE DATE** in the prepaid envelope.
4. **Return all the previews with your order.** Don't forget to mark your yearbook pose (block **#1**) with your portrait order. (**Summer** session only)

*Value Packages Preset Packages; no **unit** substitutions (Pgs. 16-18 of ordering guide)

Mark Number of **Units** on pose sheet

Package Number _____ Circle: Standard Enhanced Canvas Wall Portrait Amount $_____

*Gift Prints List total Number of Poses, First Units and Additional Units

Complete the info on Pose Sheet (Pgs. 15 of ordering guide)

_____Total Number of Poses | _____Total # of 1st Units @ $55 | _____Total # of Additional Units @ $30 $_____

*Wall Portraits Mark size, finish and amount (Pg. 15 of Ordering Guide)

Add a Wall Portrait to your **Value Pk. /Gift Print**- Size:___x___ Canvas Traditional Amount $_____

*Portrait **Frames** (Pg 22): Size:___ x ___ Color:_____ Frame#: ☐☐☐☐☐ Amount $_____

*Upgrades (Pg. 19) Add extra value to your package. (Legacy $ = Number of files requested.)

Circle Your Upgrade: Standard Better Best Legacy File Option-____# of files Amount $_____

*Digital Files "Only": (Pg. 14) *Bonus Level 15 files or more @ only $35 each

1-2 files @ $75 each 3-5 files @ $65 each 6-9 files @ $55 each 10-14 files @ $45 each Amount $_____

*Digital Effects/Retouching (Pgs. 7,13 of ordering guide)

____# of Enhanced Retouch poses (@ $15 **each**) (*Special Offer For You This Year!*) Amount $_____

Special Art Service Requested _____ Amount $_____

____# of Vintage Color poses ($10 each) ____# of Spot Color poses ($10 each) Amount $_____

____# of Soft Focus poses ($10 each) (The final decision on all artwork is designer's discretion) Amount $_____

Mark VC (vintage color) SC (spot color) ER (enhanced retouch) SF (soft focus) on the pose sheet for poses with Digital Effects.

*Digital Creations (Pgs. 8-12 of ordering guide)

Multipose Imaging ($10 per pose in image) Mark MP on pose sheet ___# of images Amount $_____

Name Photos ($10 per pose) Mark NP on pose sheet Font Number_____ Amount $_____

Designer Slim Print ($65) **$105 Framed** Mark DSP on pose sheet Amount $_____

Signature Print ($160) **$225 Framed** Mark SP on pose sheet Amount $_____

Art Strip ($75) **$120 Framed** Mark AS on pose sheet (include all poses from your package) Amount $_____

4x10 Desktop Print ($39) **$60 Framed** Mark DT on pose sheet (include all poses from your package) Amount $_____

Mascot Mat (Mark MM on pose sheet) Size_____ Mascot_____ Amount $_____

*Contemporary Wall Portraits (Pgs. 21 & 22 of ordering guide)

Slim Wrap Size _____ Style _____ Amount $_____

Metal Portraits Size _____ Style _____ Amount $_____

*Personalized Wallets (Pg. 20 of ordering guide)

Personalized Inscription on wallets (**$7 per Pose**) Mark WHITE on pose sheet. Amount $_____

Gold / Silver / Copper Embossed Inscription on Wallets ($5 per **Unit**) Mark GOLD / SILVER / COPPER. Amount $_____

Bundle of Wallets (1 pose per Bundle) Mark number of units on pose sheet with package $ or without package $ Amount $_____

*Other Products *(list products/services **not** listed on this form)*_____ Amount $_____

_____ Amount $_____

*Portrait Delivery Information (Pg. 26 of ordering guide)

At School Delivery (Only **ONE** delivery to school; it's before Christmas break) FREE

Home Delivery Options Available (Pg. 24 of ordering guide)

UPS: Option 1: **$20.00** Option 2: **$35.00** Tracking/Insurance provided

U.S. Mail: Option 3: **$12.00 (8x10 smaller)** Tracking provided

COD Fee: For **UPS** shipping only - (Options 1 or 2) add **$15.00**

(**COD** is the required **UPS** fee for any **Balance Collection** due on portraits)

Credit Card Orders DO Require FULL PAYMENT. (Pg. 24)

Name on Card _____Zip Code_____

Check one: ___Visa ___ Mastercard ___Discover

Account # ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Security Code ☐☐☐☐ Expiration Date ____/____Total Payment $_____

Signature _____

Total Portrait Order $_____

Shipping...(Plus COD fee) **$**_____

Subtotal Amount... $_____

Sales Tax.....$_____

Multiply For Sales Tax **6.75%** or **7%** For Your County (Cumberland, Onslow, Robeson, Sampson are **7%**)

Total Purchase.....$_____

Amount Paid Today $_____

Amount Owed....$_____

Must pay **50% (half)** for order to be processed.

White - Studio Copy Yellow - Studio Copy **Pink** - Customer Copy **(KEEP before mailing)** *created 6.2018*