

Carlton Hubbard
PHOTOGRAPHY



SENIOR
Order Guide



Your Unconditional Guarantee Upfront!

If you are not happy with your Portrait Previews you can have additional poses made at the studio to your liking at no extra cost to you. You must call within three days with your concerns.

You **CAN** have additional poses made if:

- Your expression isn't what you or your parents want (too serious, too smiley, fake grin, squinty eyes, etc.). We normally try to get a variety of both serious and happy expressions, but if your portraits contain too many of one or the other, please let us know.
- If additional poses are taken in a studio session, it is considered a "repeat session."

This means backgrounds and clothing should stay the same.

You **DON'T** need more poses made if:

- A blemish or acne shows. This will be taken care of with basic retouching.
- The image appears too light or too dark, or slightly off-color, in your Portrait Previews. Color and density (lightness and darkness) will be perfected before the order is processed.

Your Finished Portrait Guarantee.

*When you place your order, every effort is made to deliver your images exactly as promised. If for any reason your finished portraits are not as you expected them, let us know within 24 hours of receiving them and we will fix the problem to your satisfaction at no additional cost. **If you do not let us know within 24 hours, a \$50 remake charge will be applied.** The only exception to this is for any defects in manufacturing, which are guaranteed.*

About your Portrait Previews

Your proof strip is yours to keep. We ask that you send it to us when you place your order. The proof strip will be returned with your portrait package.

Important Note:

It is important to note that the **preview images do not have the full quality or refinement you will get in your finished portraits.** The color and density of your finished images will be slightly different from that in the preview. This improvement is normal and desirable, and is done on every pose you order at no extra cost. **Also, each image will be proportionally cropped for image content and print size.** The purpose of the previews is simply for you to be able to choose your favorite expressions and poses for your enlargements.



Preview

Finished Portrait



What's What?

Portrait Previews



Pick all your favorite poses.

Pose number is under image. → 001 AndersonAlexis_TS_004

Order Form

Choose your packages, upgrades, retouching, designer items, and other fun stuff!



Fill out the Order Form.

Keep the pink copy for your records!!

Pose Sheet

Be sure to write pose number on top line.

First block is for yearbook choice. (must be drape or tux)

(DON'T MISS YOUR SUMMER SESSION DEADLINE!!)

Pose Sheet Senior's Name Alexis Anderson School Trinity Date 9/25/20

Please use this form for listing the poses and units you would like to order for your senior portraits. Please complete the information completely for each pose you wish to order from. The file name is your child's name and number under the proof. Please return the proof strip with your order or yearbook selection. Use the FIRST block for yearbook selection. If you upgrade to receive proofs, they will be printed and returned with your portrait package. Please remember these are not a photographic proof. Your actual portraits will be corrected for color, density and contrast. Thank you for your support with this school fund raising event. Please return your order and previews in the complimentary prepaid mailer that has been supplied with the ordering information.

List All Portrait Sizes (8x10 and smaller) As UNITS (as shown on page 12), Not As Individual Prints.

Block 1 001 AndersonAlexis_TS004 001 AndersonAlexis_TS001 001 AndersonAlexis_TS003

Block 1	Block 2	Block 3
My Yearbook Choice!	My Yearbook Choice!	My Yearbook Choice!
Print File Name From Proof Circle Portrait Style Selections Color Black & White Sepia <input type="checkbox"/> 24 x 30 <input type="checkbox"/> 8 x 10 <input type="checkbox"/> 20 x 24 <input type="checkbox"/> 5 x 7 <input type="checkbox"/> 16 x 20 <input type="checkbox"/> 4 x 6 <input type="checkbox"/> 11 x 14 <input checked="" type="checkbox"/> 3 Wallets	Print File Name From Proof Circle Portrait Style Selections Color Black & White Sepia <input type="checkbox"/> 24 x 30 <input checked="" type="checkbox"/> 8 x 10 <input type="checkbox"/> 20 x 24 <input type="checkbox"/> 5 x 7 <input type="checkbox"/> 16 x 20 <input type="checkbox"/> 4 x 6 <input type="checkbox"/> 11 x 14 <input checked="" type="checkbox"/> 3 Wallets	Print File Name From Proof Circle Portrait Style Selections Color Black & White Sepia <input type="checkbox"/> 24 x 30 <input type="checkbox"/> 8 x 10 <input type="checkbox"/> 20 x 24 <input type="checkbox"/> 5 x 7 <input type="checkbox"/> 16 x 20 <input checked="" type="checkbox"/> 4 x 6 <input type="checkbox"/> 11 x 14 <input type="checkbox"/> 3 Wallets
Personalized Inscription (replaces CHP logo) White @ \$7 per pose Gold Silver Copper @ \$5 per unit <u>Alexis</u>	Personalized Inscription (replaces CHP logo) White @ \$7 per pose Gold Silver Copper @ \$5 per unit <u>Alexis</u>	Personalized Inscription (replaces CHP logo) White @ \$7 per pose Gold Silver Copper @ \$5 per unit
Your Name On Wallets 12 Characters Maximum Circle Year Option: <u>2021</u> or '21 or No year	Your Name On Wallets 12 Characters Maximum Circle Year Option: <u>2021</u> or '21 or No year	Your Name On Wallets 12 Characters Maximum Circle Year Option: 2021 or '21 or No year

Keep the bottom copy for your records!!

Placing Order

Easy steps to place your order: (See Pgs. 3 & 4)

1. Look through your previews and select the poses you wish to order.
2. Make your *portrait selection* (pgs.14-21) All studio sessions will order during an order appointment only.
3. Divide the **units** in your package choice among the poses you have chosen. Use the enclosed pose sheet. Mark if you would like the portrait as Color, Black & White, or Sepia (no charge!)
The first box on pose sheet is for your yearbook pose, formals only!
4. Don't forget your **extras**: If you have chosen any *Personalized Wallet Inscriptions* (pg.20), *Digital Effects* (pg. 7), or *Digital Creations* (pgs. 8-9), mark the pose sheet for the previews you would like used for those effects.
5. Complete and return the top two pages of the order form, all previews, pose sheet, and payment in the prepaid envelope provided.
6. **Orders must be placed by Nov. 10th to guarantee Christmas holiday delivery.**
7. Orders not delivered at the Christmas delivery date will require shipping to the home. No other school delivery will be made.

(DO NOT RETURN THIS BOOKLET)

Keep the booklet for any future additional orders or references.

If you have any questions please call our studio

Monday - Friday 9am-5:30pm.

910-487-4443 or toll free 888-238-6355

What's Included

We want your portraits to look great. To make sure they do, here's what we include with every portrait order:



- ***Standard Retouching***
(Remove acne, second catch light, and soften lines under eyes.)
- ***All wallets ordered will be inscribed with our studio logo to ensure quality.***
- ***A free yearbook image is supplied to the school.***
(where applicable)

- ***All wall portraits are mounted and lustre coated for maximum protection and durability.***
- ***Our unconditional guarantee.***

Plus...

Free
black & white
or sepia tone
effects on any
poses you
choose!



Digital Effects

Spot Color

Leave some color while you change any area(s) in your photo to B&W for a very cool look.



Vintage Color

The most popular of our digital color effects. Our hottest look of the season!



Only \$10 per pose!

Mark the pose sheet with:

VC for Vintage Color, **SC** for Spot Color

Effects ordered will be applied to all units of your pose. No exchanges or refunds available. **Final artistic decisions** regarding all digital effects are left to the discretion of our designers.

Digital Creations

Final artistic decisions regarding all digital creations are left to the discretion of our designers.

Multipose Imaging *Mark MP on pose sheet for all poses you would like on your design.*
\$10 per pose in image



*When you order a Multipose Image or a Name Photo, these units replace units from your package (see page 15-18 for packages). Let us know which units in your package will be replaced by the multipose image.

NAME PHOTOS

\$10 per pose *Mark NP on pose sheet.*

Put your name on any pose, any size prints ordered in your package. Name will be on everything you order from that pose. You get your choice of seven fonts.

Font choices

FONT 1

Font 2

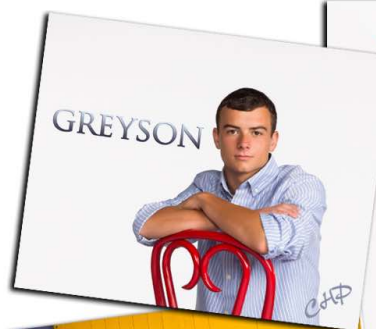
Font 3

FONT 4

Font 5

Font 6

FONT 7



Digital Creations

Final artistic decisions regarding all digital creations are left to the discretion of our designers.



**Designer
Slim Print
\$75
\$125-framed**

An **8x16** print that will fit practically anywhere! Our designers will make a unique creation just for you!



Mark DSP on pose sheet for 2 poses you would like on your design.

*Frames are a 1" contemporary black.



**Art Strip \$95
\$130 framed**

A **5x20** print with your name and six images!

Mark AS on pose sheet for 6 poses.

Package poses must be used before additional poses are allowed.



**Signature Print \$195
\$260 framed**

A **15x30** mounted wall portrait with 3 poses of your choice!

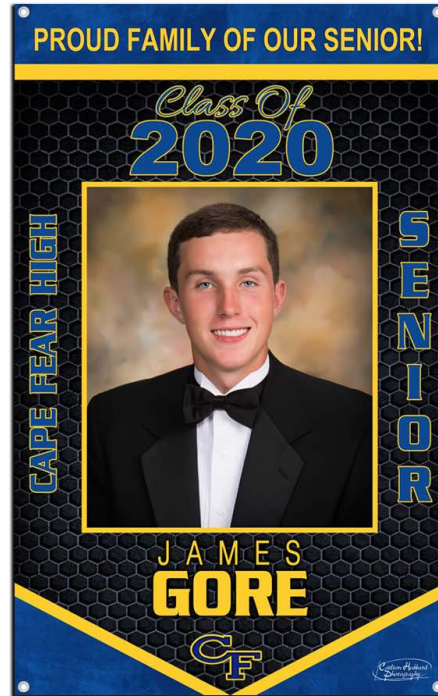
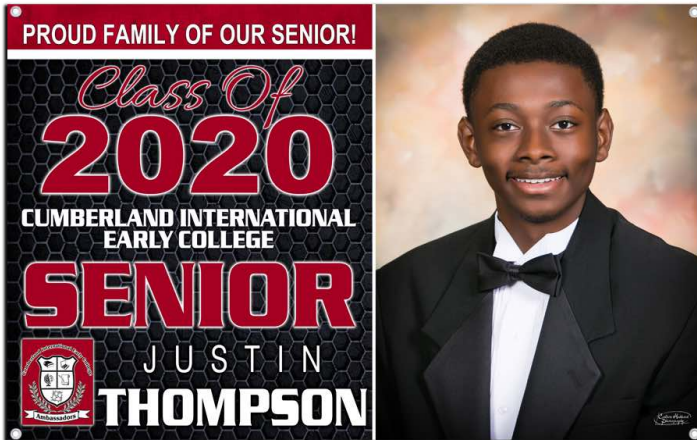
Mark SP on pose sheet for 3 poses.

Digital Creations

To ORDER these senior items.. write the product name under "Other Products" on your order form.

Banners

Proudly show off your senior with these sturdy, indoor/outdoor vinyl banners. A great display for events, graduation parties, or to show your school pride!



2.5ft x 4ft banners.....\$58



2ft x 3ft Banners....\$38

Glass Mosaic \$75

This glass cutting board is not only beautiful, but also practical! It can be displayed on an easel as a decorative piece and then used for slicing and dicing. Made from tempered glass. Just pick your Image! (Includes 4 rubber feet)



12" x 16"



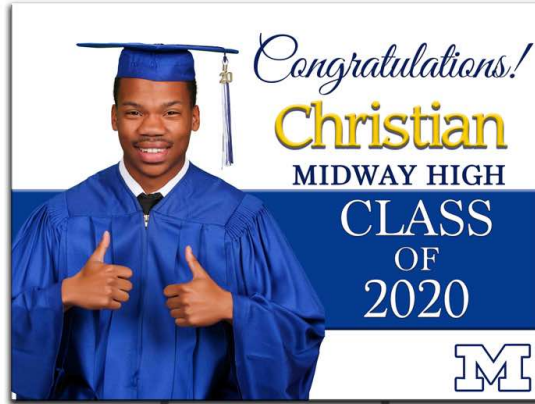
Senior Items

To ORDER these senior items... write the product name under "Other Products" on your order form.

NEW!

Yard Signs \$25

Celebrate your senior with these 18" x 24" double sided yard signs!
(includes metal stand)



Magnetic Signs

12" x 18" ...\$40 or Two for \$65
18" x 24" ...\$50 or Two for \$85



Jewelry \$65 each

- 24" chain
- Rose Gold Steel Glass Locket
- 3/4" round metal disc with image
- 5 jewel-colored floating charms



Kaleidoscope Glass Locket

- 36" rolo-link silver necklace with silver chain tassel that includes image
- 1 1/2" circle pendant



Silver Tassel Necklace



Hannah Pearl Charm Bracelet

- 7 1/2" pearl bracelet with one 1/2" charm
- Includes 1/2" single sided charm
- Additional charms \$20

Senior Items

To ORDER these senior items... write the product name under "Other Products" on your order form.

50"x 60"
Fleece Blankets
\$65



50"x 60"
Composite Blankets
\$90



Tassel
\$15



(up to 3 images)

Statuette
\$30

Approx. 10" tall
(or wide)



3.5"x 5"
Acrylic
Magnet
\$20



(Horizontal or Vertical)

Coffee Mug
\$20



Dog Tag
Keyring
\$17



Dog Tag
w/chain
\$15



4x10 Desktop Prints



\$49 unframed
\$70 with a frame
* 1" black frame

Deluxe
Metal
Key Ring
\$20



A 4x10 mounted desktop portrait with up to 3 poses of your choice. Mark DT on pose sheet



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12

Special Art Services

Enhanced Retouch - \$15

Mark ER on pose sheet. (Per Pose)
(includes minor stray hair, eye enhancement, skin smoothing, and teeth whitening on poses ordered)

Best Value!



Braces Removal - \$35



Tan Line Removal
\$10 to \$25 (by quote)



Glass Glare Removal
\$15 minor - \$35 major
(By Quote)



**Example of major*



Stray Hair Removal (By Quote)
\$10 minor - \$25 major



**Example of major*



Other Art Services

Eye Enhancement Only-\$10

Whiten Teeth Only-\$10

Remove bruises, scrapes, birthmarks, or tattoos
\$10-\$30 by quote

Other Artwork-by quote

To receive Quotes, please call the studio to discuss your requests.

Prices are per pose and include all portraits you order from that pose.

What is a unit?

1-8x10 unit



1-8x10
print

OR

1-5x7 unit



2-5x7
prints

OR

1-4x6 unit



4-4x6
prints

OR

1-wallet unit



8-wallet
prints

One Pose Per Unit

Retouching Enhancement Options

Standard Retouching: Our Standard Retouching is included at no additional charge. Areas of retouching will include any minor blemishes (acne), catch light in eyes, and softening the area under the eyes. No additional retouching (stray hair, scars, glass glare) will be done with this included service. Special art services include stray hair, scars, glass glare, and tan lines. *See page 13.*

Enhanced Retouching: Add Enhanced Retouching to any pose for only **\$15 each per pose**. Enhanced Retouching will transform a great portrait into a work of art. Allow our designers to enhance your eyes, skin and teeth with their artistic ability. Special art services include stray hair, scars, glass glare, and tan lines. *See page 13.*

Digital Files Only

Purchase your file(s) with our Standard retouching or **upgrade** to the **Enhanced** for the additional fee of **\$15 each**. The following file options are available to you without a package purchase. Files will be prepared as if we were actually printing the portraits. Perfect to use for graduation products such as cakes, cards and T-shirts! **Select either CD (shipping choice required) or Digital Download.**

1-2 files @ **\$90 each** 3-5 files @ **\$75 each**
6-9 files @ **\$55 each** 10-14 files @ **\$45 each**
15 or more files @ **\$35 each**

*Purchased Files Come With Copyright Release.



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14

Gift Prints

Portraits may be ordered in a variety of ways. Gift prints, packages, digital files, wall portrait collections, and collages are just a few choices we make available for you. Determine your needs and most importantly **YOUR WANTS**, then decide which is the best option for **YOU!**

Gift Prints: Individual selections of poses and prints.

	First Unit	Additional Units (same pose)
• 1 - 8x10	-----\$55	----- \$30
• 2 - 5x7's	----- \$55	----- \$30
• 4 - 3.5x5/4x6's	----- \$55	----- \$30
• 8 - Wallets	----- \$55	----- \$30

When ordering *à la carte* with this Gift Print option, you will need the following:

1. Decide just how many poses you want to order from.
2. Decide the unit sizes you wish to have from each pose.
3. Decide whether you wish to have **Standard** or **Enhanced** retouching.
4. Your pricing will be **\$55** for the first unit of each pose. Each additional unit of same pose will be **\$30** each.
5. Mark your order form under the **Gift Prints** for the number of "poses," "first units," and the number of "additional units". Complete the pricing based on the number of units.
6. Mark your **Pose Sheet** for the number and size of units for each pose selected.
7. You may add a wall portrait from the discounted pricing below for your **Gift Print** selection.

Add a wall portrait to any Gift Print or Value package order!

1-24x30....\$295
Canvas.....\$430

1-20x24....\$195
Canvas.....\$320

1-16x20....\$140
Canvas.....\$225

1-11x14....\$110
Canvas.....\$190

Value Packages

*Items listed are print amounts, not units.

One Pose

Package 101

2-5x7's
4-4x6's
8-wallets
Standard- \$115
Enhanced- \$130

Package 102

Any 5 units
of your choice!
(Sizes 8x10 to wallets)
Standard- \$160
Enhanced- \$175

Package 103

1-8x10
2-5x7's
4-4x6's
24-wallets
Standard- \$190
Enhanced- \$205

Package 104

2-8x10's 4-4x6's
4-5x7's 24-wallets
Standard- \$245
Enhanced- \$260

Add a
Legacy File!
see pg.19

Package 105

1-11x14 or 1-16x20
1-8x10 4-5x7's
8-4x6's Standard- \$350
32-wallets Enhanced- \$365
Canvas Wall Portrait- \$465

up to Two Poses

Split the package between 2 poses!

Package 201

4-5x7's 8-4x6's
16-wallets
Standard- \$210
Enhanced- \$240

Package 202

2-8x10's 4-5x7's
4-4x6's 24-wallets
Standard- \$265
Enhanced- \$295

Package 203

Any 10 units
of your choice!
(Sizes 8x10 to wallets)
Standard- \$320
Enhanced- \$350

Add a
Legacy File!
see pg.19

Package 204

1-11x14 or 1-16x20
3-8x10's 32-wallets with
8-5x7's **White**
8-4x6's **Personalization**
Standard- \$495
Enhanced- \$525
Canvas Wall Portrait- \$610

All poses will be with **Standard Retouching** or **Enhanced Retouching**.



Value Packages

*Items listed are print amounts, not units.

up to Three Poses

Split the package between 3 poses!

Package 301

1-8x10 4-5x7's
4-4x6's 24-wallets

Standard- \$230
Enhanced- \$275

Add a **Legacy File!** see **pg.19**

Package 302

Any 10 units
of your choice!

(Sizes 8x10 to wallets)

Standard- \$335
Enhanced- \$380

Add a **Legacy File!** see **pg.19**

Package 303

1-11x14 or 1-16x20

2-8x10's **32-wallets with**
6-5x7's **White**
4-4x6's **Personalization**

Standard- \$415
Enhanced- \$460
Canvas Wall Portrait- \$530

Add a **Legacy File!** see **pg.19**

up to Four Poses

Split the package between 4 poses!

Package 401

Any 10 units
of your choice!

(Sizes 8x10 to wallets)

Standard- \$350
Enhanced- \$410

Add a **Legacy File!** see **pg.19**

Package 402

3-8x10's 4- 4x6's
6-5x7's 48-wallets

Standard- \$380
Enhanced- \$440

Add a **Legacy File!** see **pg.19**

Package 403

1-11x14 or 1-16x20

3-8x10's **32-wallets with**
8-5x7's **White**
8-4x6's **Personalization**

Standard- \$455
Enhanced- \$515
Canvas Wall Portrait- \$570

Add a **Legacy File!** see **pg.19**

All poses will be with **Standard Retouching** or **Enhanced Retouching**.

Value Packages

*Items listed are print amounts, not units.

up to Five Poses

Split the package between 5 poses!

Package 501

1- 11x14 or 1-16x20

3-8x10's 6-5x7's 4-4x6's

32-wallets with **White Signature**

Standard- \$510 Enhanced- \$585

Canvas Wall Portrait- \$625

Add a **Legacy File!** see pg.19

Plus
BONUS
See pg. 21

up to Six Poses

Split the package between 6 poses!

Package 601

2" black frame
40273 see pg. 23

1-11x14 or 1-16x20 **Framed Wall Portrait**

6-8x10's 8-5x7's 4-4x6's

32-wallets with **White Signature**

Standard- \$620 Enhanced- \$710

Canvas Wall Portrait- \$740

Add a **Legacy File!** see pg.19

Plus
BONUS
See pg. 21

up to Nine Poses

Split the package between 9 poses!

Package 901

2" black frame
40273 see pg. 23

1-16x20 **Framed Canvas Wall Portrait**

6-8x10's 8-5x7's 8-4x6's

96-wallets with **White Signature**

Standard- \$815 Enhanced- \$950

Add a **Legacy File!** see pg.19

Plus
BONUS
See pg. 21



Upgrades

You **must** return all of your previews when you place your order.

Want LARGE 4x6 previews returned to you? Just upgrade your purchased packages!

For a second set of 4x6 previews, just upgrade twice! Available with all value packages and when 3 or more Gift Prints are purchased. (The number of previews will be determined by your session description. Maximum 20 previews)

A second upgrade contains previews only.

Standard.....No Charge

Standard retouching, linen textured prints, and any wallets ordered will be die cut and inscribed with our studio logo to guarantee quality.

Better.....\$50

You get everything that comes in Standard, **PLUS** a 4x6 preview from the poses ordered (Regularly \$20 per preview)

Best.....\$75

You get everything that comes in Standard, **PLUS** a 4x6 of ALL previews. (Max 20) **PLUS** a Deluxe Metal Key Ring to display your favorite image. Deluxe Metal Key Ring displays a headshot of your senior! (Regularly \$20 per key ring)

GREAT VALUE!



Legacy.....\$60-\$30 per image

OUR NEWEST FEATURE!

You will receive the High Res file with your retouch option. (standard or enhanced) Use this file for printing portraits, T-shirts, or to use on cakes or announcements. Choose CD or download. Copyright release included.

This upgrade is only available with a package purchase.

1 File- \$60 each 2-3 Files- \$50 each
4 or more Files- \$30 each

Upgrades not available for FILE ONLY purchase.

Wallet Specials & À La Carte

Personalized Inscription

All wallets come inscribed with our *CHP* studio logo. You can substitute the studio logo with your name and graduating year.

Name in white \$7 per pose

White Script

Foil Embossed name \$5 per unit

Silver Gold Copper

Year Styles are;

'XX, 20XX or

"no year"

These inscriptions are offered in a script font only. *maximum 13 characters

Bundle of Wallets

Each set is from one pose. No exceptions. Retouching is included on wallet bundles only if a larger print is ordered from that pose.

	<u>with a package</u>	<u>without a package</u>
24 Wallets (3 units)	\$40	\$65
40 Wallets (5 units)	\$60	\$95
72 Wallets (9 units)	\$80	\$120
96 Wallets (12 units)	\$95	\$140



Bonus & New Items

Purchase Bonus *Write "Bonus" on amount line on order form.*

If your purchase total **before tax & shipping** equals; (*items are pictured on pages 9, 11, and 12)

Over \$500 - two 4x5 Magnetic Prints *(displayed below p.21)*

Over \$750 - 4x10 Desktop Print

Over \$900 - 8x16 Designer Slim Print

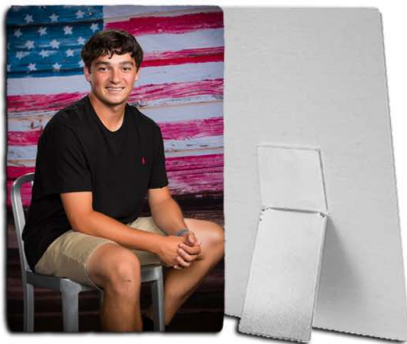
Over \$1250 - 5x20 art strip or a Kaleidoscope Necklace

Over \$1750 - 15x30 Signature print or 48 announcements w/ thank you cards

NOTE: Package images must be used for Bonus Items. *Bonus items are unframed.

Designer Metal Prints

Get the new EDGY look by having your image printed on METAL!



4x6 Vertical Metal Print
with Easel Mount
\$30



Curved Metal Prints

5x7 Vertical or Horizontal.. \$50
8x8 Square..... \$95
8x12 Horizontal Only..... \$115

Two 4x5 Magnetic Prints

Two 4x5 Magnetic prints stick on the fridge or any other metal surface.

\$20



Contemporary Portraits

Tassel Frames

Classic black tassel frame ready to add any print of your choice!

(Print and tassel sold separately.)

5x7 - \$45 (TF157 frame #)

8x10 - \$60 (TF810 frame #)



3-D Tassel Frame

Choose your favorite image to have printed with your frame!

(Comes with a black keepsake tassel.)

8x10 - \$75 (3D108 frame #)



Slim Wraps

A slim wrapped print, printed on **glossy pearl** paper and wrapped around the mount board for a **frameless** contemporary look. **Ready to hang!**

10x10- \$95

11x14- \$135

10x20 \$150

16x16- \$185

16x20- \$200

16x24- \$235



*Final artistic decisions regarding all digital artwork is left to the discretion of our designers.



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22

Frames

2" Frames



11x14- \$65 16x20- \$85 20x24- \$110 24x30- \$155

3" Frames



11x14- \$130 16x20- \$155 20x24- \$190 24x30- \$235

5" Frames



11x14- \$155 16x20- \$175 20x24- \$205 24x30- \$255

About Payments

Orders must be accompanied with **50% payment** to be processed. Orders received with less than 50% (half) of total sale will be held until 50% is reached. If order is held for 90 days without a payment being received, money paid may be forfeited due to inactivity of the account.

We accept Mastercard, Visa, AmEx, & Discover.
CREDIT CARD ORDERS WILL BE CHARGED FOR THE FULL AMOUNT OF YOUR PURCHASE.

Make checks or money orders payable to:
Carlton Hubbard Photography

Checks must include the following information:

- NC Drivers License # or Social Security #
- Student's Name • School Name • Home Phone

*No out-of-state, counter or under #500 checks can be accepted. **Returned checks** will be handled by Cash Flow Solutions, Inc. A **\$25 service fee** will be applied. No yearbook print will be supplied until checks are cleared. **We reserve the right to hold ANY portraits for any previous unpaid or uncollected payment regardless of current payment source or method of CURRENT payment.** Prices are valid until April 15th of the current school year.*

*Orders will be ready to deliver in approximately **6-8 weeks**. If there is a balance due on your portraits the studio will call to arrange a final payment or to notify you of your portraits being sent COD. If delivery is attempted more than once, additional delivery fees will apply for each attempt.*

If you need your portraits quicker, you can request a rush charge.

The following will apply to all rush charges:

Normal Delivery....	6-8 weeks	Stated Portrait Fee
Minimal Rush.....	4 weeks	Additional 30%
Major Rush.....	2 weeks	Additional 60%
Instant Rush.....	1 week	Additional 100%

List Rush Service under "**Other Products**" section on "**Order Form**". Also, write "**RUSH**" large on the order form.

Rush delivery times do not include the shipping times. Remember, UPS normally delivers in the state in 1-3 business days. United States Postal Service (economical) will have a delivery time of 2-7 business days.



Choosing Yearbook Image

About Your Yearbook Pose

Your portrait order must be placed by your summer session deadline to **GUARANTEE** your selection of your yearbook pose. Mark your yearbook pose & send your previews back by your **summer deadline date with your portrait order**. The formal pose will be used in the yearbook, unless otherwise specified by your school.

When previews are printed, a yearbook pose is prepared. If an order is received, this pose is replaced by the ordered pose. If you do not wish to place a portrait order, you may have your choice of yearbook pose for a fee of **\$25**. Please mark "selected yearbook pose" under the "other product" line on your order form and turn in by the deadline date. This applies to summer sessions only and orders placed by deadline date. **Due to deadlines, no one has a choice of yearbook pose on or after make-up day. In studio sessions will be able to choose a yearbook image if order is placed same day.**

Pose Sheet

Please complete information on the pose sheet. This will give us the info on your order per pose. Mark yearbook pose in Block 1. Please list your wall portrait and number of units on the pose sheets. Units are demonstrated on Page 14. Complete all info on the bottom of the sheet for any special products. Send the top copy with your order and retain the bottom for your records.

Figuring Your Sales Tax

Sales tax must be paid on each order. Please take the complete total of your order then add all shipping fees to determine your subtotal amount. You will need to multiply this amount by **6.75% or 7%**. (depending on the county you reside) **Cumberland, Onslow, Rutherfordton, and Sampson County Residents are 7%**. All other counties are 6.75%. **(Subtotal Amount x .07 or .0675 = sales tax)**

If you fail to complete this correctly, the correct sales tax will be added to your final balance. Please complete all order information on the order form. **Remember 50% of order must be paid before the order can be processed.**

Payment plans are available by calling the studio.

Sales taxes are subject to change by Congress. If a change is made, we will change the percentage at the time of the payment.

Shipping & Delivery

Shipping & Delivery Options

There are three methods of package delivery:

• Pick Up At Studio.....FREE

You may pick up your order at the studio. You will receive a phone call when your order is ready.

• Delivery To School....FREE

Pick up your portraits at the school. The delivery date will be announced at your school. Only **one** delivery will be made to the school. **This date will be within 2 weeks of Christmas vacation. After the delivery date portraits must be shipped to home.**

*** Entire balance must be paid upon delivery.**

• Ship To Your Home

You may have your package delivered directly to your home via **UPS** or **Postal Service** (*Please review shipping fees*). This is the fastest and most convenient form of delivery.

• **Option 1** - 8x10 or smaller prints ship UPS.

Tracking and insurance provided. (No Frames).....\$20

• **Option 2** - Larger than 8x10 prints, frames, products, ship UPS. (UPS can not ship to P.O. Box)

Tracking and insurance provided.\$35

***COD- Fee added for collection of any balance by UPS with shipping.....\$15**

• **Option 3** - 8x10 and smaller, Postal service. (No C.O.D.available)

Tracking and insurance provided. (No frames or wall portraits)..... \$12

Please make sure phone number and address is EXACTLY correct on order form.



Why We Copyright Our Portraits

In 1976 the Federal Government passed a law making it illegal to copy materials protected by copyright, including professional photography. Your portraits are made by the finest craftsmen in the industry. Our studio invests heavily in training, education and equipment to provide you with the highest quality photography to be found anywhere—high quality that cannot be duplicated or copied without a severe loss of color and clarity. Since such a loss would reflect poorly on the reputation of our work, Carlton Hubbard Photography has reserved the copyright on each portrait we create. That means copying either your proofs or finished portraits by any means, including by photocopier, digital scanning, copy photography or other method is illegal and in violation of Federal copyright laws.

Any attempts to copy our images will result in prosecution to the fullest extent of the law. However, we do retain your image files for a period of at least twelve months after your session from which additional photographs can be made to our exact specifications.

We sincerely appreciate your understanding and cooperation in helping us maintain the highest levels of quality and integrity you have come to expect from Carlton Hubbard Photography.

**Carlton Hubbard
Photography**

www.carltonhubbardphoto.com

3619 Sycamore Dairy Road Fayetteville, NC 28303

(910) 487-4443 or call toll free 1-888-238-6355

Monday-Friday 9 a.m. - 5:30 p.m.



FACEBOOK FRIEND US!



facebook.com/CarltonHubbardPhotography