

# ***GORDON HARRIS***

## ***PHOTOGRAPHIC***

*Your Friendly Photographer*

Dear Graduate

Congratulations on your academic achievement.

We have been appointed as your official photographer by your institution.

PLEASE TAKE NOTE OF THE FOLLOWING POINTS:

- \* Do not bring your own photographer, they will not be allowed on campus or in the hall.
- \* No order will be accepted without full payment, on the day of your graduation.
- \* Offer only valid on the day of your graduation.

### **TWO SERVICES ARE OFFERED AT YOUR GRADUATION**

**FAMILY / STUDIO PHOTOGRAPHS** (See attached Family Photograph Order Form)

These photographs will be taken from 2 hours before the graduation ceremony and again after the ceremony

Please note no Family / Studio photographs will be taken during the ceremony.

**STAGE PHOTOGRAPHS** (See attached Stage Photograph Order Form)

We will be taking 3 photographs of you (all graduates) during the ceremony.

The following packages are available to order

	PACKAGE A	PACKAGE B
First Photograph (On Stage)	1 (20x30cm) print 2 (10x15cm) prints	Digital Image Only
Second Photograph (On Stage)	1 (20x30cm) print 2 (10x15cm) prints	Digital Image Only
Third Photograph (Either a 3rd stage photograph or a portrait photograph - depending on your institution)	1 (20x30cm) print 2 (10x15cm) prints	Digital Image Only
Low Res E-mail of your stage photographs 10x15cm at 72dpi - (social media purposes only eg.FB & G+)	Included	Excluded
High Resolution CD (20X30cm at 300dpi stage images for own reproduction - 3rd party print quality at own risk)	Excluded	Included
Postage	Packaging and Registered Mail included. International Postage excluded Courier excluded.	Packaging and Registered Mail included. International Postage excluded Courier excluded.

**HAND COMPLETED FORM IN WITH PAYMENT, ON DAY OF GRADUATION.  
DO NOT BRING YOUR OWN PHOTOGRAPHER, THEY WILL NOT BE ALLOWED ON THE PREMISE OR INTO THE HALL**

STUDENT'S FIRST NAMES \_\_\_\_\_  
PRINT PLEASE

STUDENT'S SURNAME \_\_\_\_\_  
PRINT PLEASE

POSTAL ADDRESS /  
DELIVERY ADDRESS IF  
COURIERED \_\_\_\_\_  
PRINT PLEASE

\_\_\_\_\_ POSTAL CODE

TELEPHONE WORK ( \_\_\_\_\_ ) \_\_\_\_\_  
CODE

CELL \_\_\_\_\_ HOME ( \_\_\_\_\_ ) \_\_\_\_\_  
CODE

EMAIL \_\_\_\_\_ ID NO \_\_\_\_\_  
**NB! For you to receive your Low Res Images if ordered**

GRADUATION DATE \_\_\_\_\_ GRADUATION TIME \_\_\_\_\_

UNIVERSITY/INSTITUTE \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ (SIGNATURE BINDS YOU TO ORDER) Fp1 11/2012

# FAMILY PHOTOGRAPHS : ONLY

2 OR MORE PHOTOGRAPHS WILL BE TAKEN OF EACH POSE THE BEST PHOTOGRAPH OF EACH POSE WILL BE USED	Photographic Prints		Digital Images	TOTAL VALUE
	A4 1x (20x30cm) <b>R100</b>	A3 1x (30x45cm) <b>R150</b>	High Res CD Images only <b>R100</b> <small>per image</small>	
Student only pose	X	X		
Student & Mother pose	X	X		
Student & Father pose	X	X		
Student & Husband/Wife/ Partner pose	X	X		
Student & Parents pose	X	X		
Student & Grandparents pose	X	X		
Student & Family pose (x8 people maximum)	X	X		
Student & Brother(s) / Sister(s) pose	X	X		
Student & Other pose	X	X		
<b>"UP-SIZE"</b> Receive Low Resolution Images of all family photographs via email 10 x 15cm @ 72 dpi (Suitable for Social Media use Only)			<b>R 50</b>	

DO YOU WANT US TO POST / COURIER YOUR ORDER ? PLEASE TICK

**TOTAL**

I WILL COLLECT

REGISTERED MAIL  
NO EXTRA COST

EXTRA **R100** for  
NATIONAL COURIER

EXTRA **R50** for  
INTERNATIONAL MAIL

**ORDERS TAKE +/- 30 WORKDAYS TO COMPLETE**

AMOUNT PAID

PAYMENTS SUBJECT TO BANK APPROVAL

CREDIT CARD \_\_\_\_\_  
LAST 3 DIGITS \_\_\_\_\_  
ON MAGNETIC STRIP \_\_\_\_\_

EXPIRY DATE \_\_\_\_\_

Cheque  Cash  Credit Card

RECEIVED BY \_\_\_\_\_

(OFFICIAL USE)

MUST STILL GO THROUGH SPEEDPOINT  YES  NO

Receipt no

**HAND COMPLETED FORM IN WITH PAYMENT, ON DAY OF GRADUATION.**

DO NOT BRING YOUR OWN PHOTOGRAPHER, THEY WILL **NOT** BE ALLOWED ON THE VENUE GROUNDS **OR** INTO THE HALL

STUDENT'S FIRST NAMES \_\_\_\_\_  
PRINT PLEASE

STUDENT'S SURNAME \_\_\_\_\_  
PRINT PLEASE

POSTAL ADDRESS /  
 DELIVERY ADDRESS IF  
 COURIERED \_\_\_\_\_  
PRINT PLEASE

\_\_\_\_\_ POSTAL CODE

TELEPHONE WORK (\_\_\_\_\_) \_\_\_\_\_  
CODE

CELL \_\_\_\_\_ HOME (\_\_\_\_\_) \_\_\_\_\_  
CODE

EMAIL \_\_\_\_\_ ID NO \_\_\_\_\_

**NB! For you to receive your Low Res Images if ordered**

GRADUATION DATE \_\_\_\_\_ GRADUATION TIME \_\_\_\_\_

UNIVERSITY/INSTITUTE \_\_\_\_\_

Identification  
 (Describe clothes worn on stage)  
NOT GOWN

SIGNATURE: \_\_\_\_\_ (SIGNATURE BINDS YOU TO ORDER)

400SP 2015

# STAGE PHOTOGRAPHS : ONLY

**Select Package**



**Stage Special Only**  
Prints Plus Low Res Email  
 Email for Social Media use only

<b>A</b>	R400	
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**High Resolution CD Only**  
CD for own reproduction  
 No Prints Supplied  
 3rd party Printing Quality at own risk

<b>B</b>	R400	
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**Prints & High Res CD**

<b>A + B</b>	R600	
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DO YOU WANT US TO POST / COURIER YOUR ORDER ?  
PLEASE TICK

I WILL COLLECT	REGISTERED MAIL NO EXTRA COST	EXTRA <b>R100</b> for NATIONAL COURIER	EXTRA <b>R50</b> for INTERNATIONAL MAIL
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**ORDERS TAKE +/- 30 WORKDAYS TO COMPLETE**

PAYMENTS SUBJECT TO BANK APPROVAL

CREDIT CARD 

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LAST 3 DIGITS ON MAGNETIC STRIP

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EXPIRY DATE 

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AMOUNT PAID 

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<small>Electronic Transfer</small>	<small>Cheque</small>	<small>Cash</small>	<small>Credit Card</small>
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RECEIVED BY 

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(OFFICIAL USE)  
 MUST STILL GO THROUGH SPEEDPOINT  YES  NO

Receipt no 

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