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Dear Graduate,

Congratulations on your academic achievement.

We are happy to announce that we have been appointed as your official photographer.

PLEASE TAKE NOTE OF THE FOLLOWING POINTS:

- *Kindly note only paid orders will be accepted.
- *Offer only valid on the day of your graduation.

We offer two services at your graduation;

1. 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.

2. STAGE PHOTOGRAPHS (See attached Stage Photograph Order Form)

We will be taking 3 photographs of you (each graduate) during the ceremony, remember to look at the cameras with a smile.

Packages on offer.

	COMBO A+B	PACKAGE A	PACKAGE B		
First Photograph (On Stage)	1 (20x30cm) print 2 (10x15cm) prints & Digital image via email	Digital Image Only via email	1 (20x30cm) print 2 (10x15cm) prints		
Second Photograph (On Stage)	1 (20x30cm) print 2 (10x15cm) prints & Digital image via email	Digital Image Only via email	1 (20x30cm) print 2 (10x15cm) prints		
Third Photograph Either a 3rd stage photograph or a portrait photograph - depending on your institution.	1 (20x30cm) print 2 (10x15cm) prints & Digital image via email	Digital Image Only via email	1 (20x30cm) print 2 (10x15cm) prints		
Low Resolution Email* of your stage photographs 10x15cm at 72dpi - (sosial media purposes only eg.FB & G+)	Included	Excluded	Included		
High Resolution Email* of your stage photographs 20x30cm at 300dpi images via email only for own reproduction. (3rd party printing quality at own risk)	Included	Included	Included		
Postage	Registered Mail included International Postage & Courier excluded	N/A	Registered Mail included International Postage & Courier excluded		