

Dear Senior/Parent(s),

As part of your Senior Package, once you have paid your print deposit, you get to pick 20 of your favorite images to be edited and placed in a spiral-bound, 4x6 proof book. The print deposit is separate from the sitting fee. Your edited proofs will be the photos you will order from.

How much was the print deposit? *I required a minimum print deposit of \$200. If you have not already paid your print deposit please mail a check payable to On The Spot Photography to the address listed in the Contact page. Senior Announcement cards are separate from the print deposit.*

How do I let you know which photos are my favorites?

- 1. Make sure you are registered and logged in*
- 2. Go to your folder located in Client Proofing>Celebrity Seniors*
- 3. Preview your photos*
- 4. Select Favorites (from the upper left corner)*
- 5. Create a new favorite set > name it your "First Name Proofs"*
- 6. Start adding images to this favorite set*
- 7. When done, open the favorites set (from the upper left corner)*
- 8. Select [Send to...] then [Send to Photographer], fill out your information then select Share.*
- 9. Now the folder can be shared between us and we can move images in and out of the folder if changes are made.*

What if I have special instructions? *Please add a comment to the photo with special instructions such as "crop in closer, change to black & white or other special instructions".*

What if I want more than 20 proofs? *If you go over 20 there is a \$5 per image overage charge to cover editing and print cost. The overage fee is due when your proof book is delivered.*

How do I get pictures to my school for the yearbook? *Add the comment "Yearbook" to the desired photo. Most school deadlines are the first of January. I will edit the photo and send it directly to your school. Yearbook photos are usually from the waist up.*

How long will it take? *Proof book editing is the most time-consuming process of my work. I try to have all proof books back to my clients by graduation or sooner. Proof books will be edited in the order I shot your session or when I receive your list of favorites.*

What if I want prints now? *You do not have to wait until your proof book is done before placing a print order. Orders will be edited and processed in the order they are received. To place an order, simply print out and complete an Order Form (located in the top menu bar) and mail to me. You can also send me an email with instructions. Please do not submit orders via voicemail or text message. These tend to get buried and forgotten. There is a minimum of \$25 per order so please try to group your orders.*

Thank you for using On The Spot Photography. Please contact me if you have questions. Nancy Campbell