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RIVER OAKS PHOTOGRAPHY

SENIOR ORDER DEPT, P.O. BOX 8569, MANDEVILLE, LA. 70470-8569
985-778-0841 SAMPLE SENIOR ORDER FORM
ENTER SCHOOL NAME: FONTAINEBLEAU HIGH

LAST NAME: SMITH FIRST NAME: JANE
MAILING ADDRESS: 11111 A. SMITH ST. BEST CONTACT PHONE #: 985-674-2357
PHONE #: 504-835-7944
CITY: MANDEVILLE STATE: LA ZIP: 70471

TO ORDER MARK EACH 4-DIGIT NUMBER AFTER NAME FOR EACH POSE ALLOWED IN PACKAGE. YOU MUST USE POSE CODES: D=DRAPE, T=TUX, G=CAP&GOWN, C=CASUAL, AFTER POSE NUMBER TO IDENTIFY CORRECT POSE ORDERED. (POSE NUMBERS MAY HAVE SAME NUMBER) FOLLOW ORDER INSTRUCTIONS #1-12 BELOW.

(#1) PACKAGE NUMBER	(#2) POSE(S) ALLOWED IN PKG.	(#3) LIST POSE NUMBER(S) FOLLOWED BY (#4) POSE CODE	(#5) QUANTITY OF 8X10'S	(#5) QUANTITY OF 5X7'S	(#5) QUANTITY OF 4X5'S	(#5) QUANTITY OF WALLETS	(#5) MARK ON ROW OF POSE NUMBER 11X14	16X20	(#6) PACKAGE PRICE
#01	4	1302-D	1	2	4	24		1	$400
POSE CODES		1305-D	1	2	2	24	SAMPLE ORDER FORM		
FORMAL DRAPE = D FORMAL TUX = T CAP & GOWN = G CASUAL = C		1307-G	1	2	2	24			
		1310-G	1	2	4	24			

ADD-TO-PACKAGE/ WALLETS SPECIALS/		(#7) LIST POSE NUMBER(S)	(#7) QUANTITY OF 8X10'S	(#7) QUANTITY OF 5X7'S	(#7) QUANTITY OF 4X5'S	(#7) QUANTITY WALLETS	(#7) 11X14	(#7) 16X20	(#7) PRICE
ITEM (#7)	DESCRIPTION (#7)	(#7) FOLLOWED BY POSE CODE							
2020-W16	16 WALLETS	1305-D	SAME POSE	AS PACKAGE		1			$35
						SAMPLE ORDER FORM			

(#8) NAME-ON-WALLETS – ALLOWED ONLY ON FORMAL POSE
- $15 CHARGE PER POSE: IF NOT PAID FOR PER POSE, NO NAME WILL APPEAR.
- NAME AND YEAR (2021) ANGLED - BOTTOM RIGHT CORNER - WHITE SCRIPT.
- ENTER 1 CHARACTER PER BOX. IF NO NAME IS ENTERED BELOW - NO NAME WILL APPEAR ON WALLETS.

(#8) MULTIPLY NUMBER OF POSE(S) X $15

(#8) J A N E

(#8) $30

2020 SENIOR IMAGES ARCHIVED 04.30.21 & ONLY AVAILABLE TO PURCHASE WITH A $75.00 ARCHIEVED RESEARCH FEE ADDED TO ORDER.

ORDER INSTRUCTIONS: (1) ENTER PACKAGE NUMBER OR LETTER (2) ENTER NUMBER OF POSE(S) ALLOWED.(3) LIST EACH POSE NUMBER (4-DIGIT NUMBER AFTER NAME) ALLOWED IN PACKAGE. (4) YOU MUST USE POSE CODE: T=TUX, D=DRAPE, G=CAP/GOWN BEHIND POSE NUMBER TO IDENTIFY CORRECT POSE. (EXAMPLE: 2344 IS POSE NUMBER & IS A CAP & GOWN POSE SO IT IS ENTERED AS 2344-G) (5) ENTER QUANTITY FOR EACH SIZE ALLOWED. NOTE: YOU CANNOT ORDER LESS THAN 8 WALLETS OF SAME POSE. (6) ENTER PACKAGE PRICE. (7) ADD-TO-PACKAGE/WALLET SPECIAL: ENTER NAME FOR ITEM(S) ORDERED. BESIDE ITEM ENTER POSE NUMBER AND QUANTITY. ENTER PRICE. (8) NAME-ON-WALLETS: ONLY ALLOWED ON FORMAL POSE. ENTER NAME, 1 CHARACTER PER BOX. MULTIPLY $15 TIMES NUMBER OF POSES. (9) PAYMENT & TAX: ADD ALL ITEMS ORDERED TO GET SUBTOTAL. MULTIPLY SUBTOTAL TIMES 9.25% TO GET TAX; ORDER IS NOT PROCESSED UNLESS TAX IS PAID. ADD SUBTOTAL AND TAX TO GET TOTAL. (10) SHIPPING/HANDLING*:*SHIPPING/HANDLING FEE IS INCLUDED. (11) MAIL ORDER FORM & PAYMENT OF CHECK OR MONEY ORDER PAYABLE R.O.P. (RIVER OAKS PORTRAITS), SENIOR DIV, P.O.BOX 8569, MANDEVILLE, LA. 70470-8569

(12) MINIMUM ORDER $75 & AFTER 04.30.21 A $75 ARCHIEVE RESEARCH FEE APPLIES TO ORDER TOTAL.

(#9) ENTER SUBTOTAL >>	(#9) $ 465.00
(#9) MULTIPLY SUBTOTAL X 9.25% = TAX>	(#9) TAX=$43.01
ADD SUBTOTAL PLUS TAX = (#9) TOTAL >>>>	(#9) ENTER TOTAL $ 508.01
SHIPPING/HANDLING*	- 0 - DUE (#10)
ENTER TOTAL PAID TO RIGHT	(#11) $ 508.01
CIRCLE PAYMENTS TYPE: (#11) (CHECK,) M.O.	CHECK OR M.O. # (#11) #3025

SENIOR PORTRAITS ARE SPECIALTY [3] ORDERS, THEREFORE ARE NON-REFUNDABLE.
ALL ORDERS MUST BE PAID IN FULL WHEN PLACED. [4]ORDERS TAKE 8 WEEKS TO FININSH.

SAMPLE ORDER FORM