ORDER FORM INSTRUCTIONS

1. Once you have chosen the pose(s) you would like to include in your order, find the 1-5 digit number located on the proof. This number will come after the student's name and a series of zeros (Ex: DOE_JOHN_0000*134*)

2. Indicate the poses you have selected for your package in the provided boxes using the image code(s) listed below.

3. Indicate how you would like your chosen poses to be split up within your package's allotted picture sizes. Please note that quantities listed in packages are not per pose and indicate total package contents.

4. A $15 charge will apply **per pose** if you would like your senior's name and graduation year to be printed on wallets. If you would like this addition, or if you qualify for a 10-day bonus from packages 2-4, please legibly print student name in the space provided.

5. Calculate your total in the space given. Please remember that TAX MUST BE INCLUDED in your total for your order to be processed.

EXAMPLE ORDER FORM: *Package #4*

Package Contents & 10-Day Bonus   **Additional Poses or Quantities**

Image Code / Quantity ↓	134 - D	175 - G				
8x10	1	1				
5x7	2	2				
4x5						
wallet	24	24				

IMAGE CODES

- **Formal Drape** ####-D
- **Formal Tuxedo** ####-T
- **Cap & Gown** ####-G
- **Casual** ####-C

WALLET ADDITIONS

Upon request, ROP will print student first name & year (2022) on wallets. **Name must be written to be printed.**

A $15 charge will apply **per pose**, excluding a qualifying 10-day bonus.

Print name (one character per box)

J	O	H	N							

Using image codes, indicate which pose(s) you would like to add name and year to:

134-D	175-G		

Package price $ 200	+	Add-ons (Wallets, extra poses, etc.) $ 30	=	*Subtotal* (Pkg price + Add-ons) $ 230	+	Tax (9.25%) (Subtotal x 0.0925) $ 21.28

Payment Type (circle one)	CASH	(CHECK)	MONEY ORDER

Check / M.O. Number: 1234

TOTAL (Subtotal + Tax) **$251.28**