Dear Parents,

On the above date, School photos will be taken at your school. Order envelopes either have been or will be distributed to all pupils. It is important that instructions are followed in order to save confusion and disappointment.

PLEASE NOTE: All orders received after photography day will incur a reorder fee.

1. Select your preferred package from the options printed on the flyer provided (which is enclosed in the order envelope). A class photo is included in all packages.

2. You must complete a separate order envelope for each purchasing child. Clearly mark the package and gifts you wish to purchase in the space provided using a black or blue ball point pen, complete all your contact details and enclose the correct payment using one of the options listed below.

CASH - Please enclose exact monies as no change is available. If paying for additional siblings in one envelope, please note which envelope payment was made.

CHEQUE - Please print name, address and telephone on rear of cheque. If payment is declined by your bank, then dishonour fees will apply. Please allow 60 days for your cheque payment to be finalized.

PLEASE MAKE CHEQUES PAYABLE TO: ADVANCEDLIFE

CREDIT CARD - payments can only be made on-line. An order envelope must be completed and returned to your school prior to photo day.

If paying for more than one student or additional family photos, one transaction can be made by adding up the total of all order envelopes and recording the receipt number on all ordering envelopes.

Online Instructions: Go to: www.advancedlife.com.au
Click on online payments and re-orders, click on proceed
Enter the three letter online payment code (ie: SCH), then click OK
Enter your information and payment details
Click on next to process payment.
Check your payment details, then click on submit payment,
A confirmation page will appear, record receipt number on order envelope where indicated under payment details: "online receipt number"

**Please note that a $1 surcharge will apply to the transaction.

- SIBLING Order Envelopes can be collected from the school office and returned prior to photo day

Kind Regards,
ADVANCEDLIFE PHOTOGRAPHY
21 Bridge Street, Bulleen, 3105 Phone 03 9852 1133 Fax 03 9852 1433 Email: info@advancedlifevic.com.au