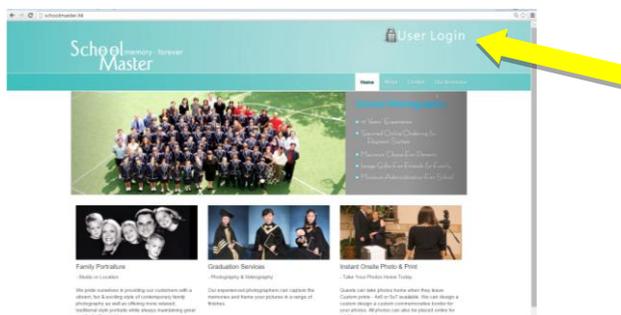


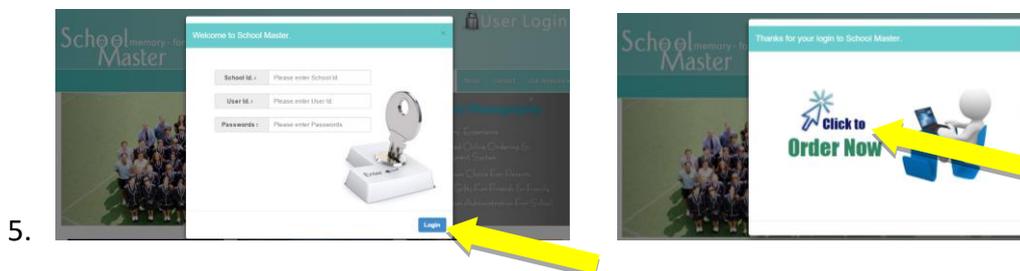
NAIS SCHOOL PHOTO 2015-16 ONLINE ORDERING USER GUIDE

Step 1 : Visit <http://schoolmaster.hk> ; click “User Login” on top right corner



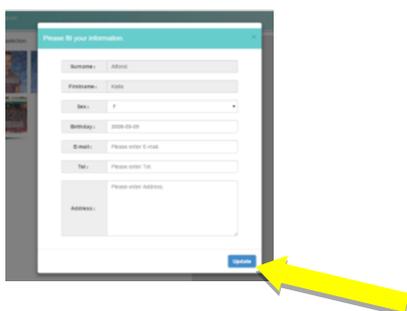
Step 2 : Input the following information on the login page:

1. School Id : **nais**
2. User Id : **student ID (given by school)**
3. Passwords : **YYYYMMDD** student’s birthday, i.e. **YearMonthDate**
4. Click **Login** button on right bottom corner.



Step 3 : Input “Your Information”

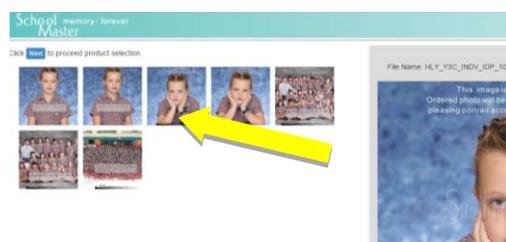
1. Please check and input information “Email”, “Tel” & “Address”.



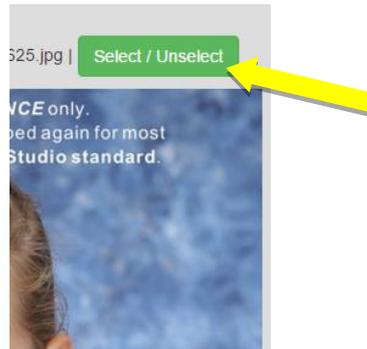
2. Click **Update** to confirm data.

Step 4 : Image Selection:

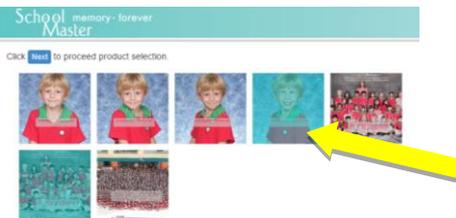
1. Click on the image to see enlargement.



2. Confirm choosing image by clicking "Select".
3. Click one more time to "Unselect"



4. Selected images will be blurred.



Step 5 : choose the product you want for EACH selected image.

1. One image can choose more than 1 product item.
(3 Packages; 5 Photo Options and 10 Souvenirs available for selection)

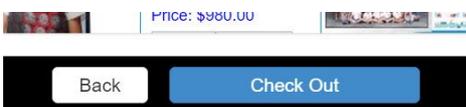
2. Click the selected image to see available product items.



3. Put the "quantity" of selected product item and then click "Confirm".



4. You can go "Back" to previous page or "Check Out"



Step 6 : Please carefully read through the Terms and Conditions, Agree by clicking check boxes.

The screenshot shows a registration form with two main columns: 'Contact Information' and 'Terms & Agreement'.

Contact Information:

- Surname: Balu
- Firstname: Suri
- E-mail: 1
- Phone: 1
- Contact Person: Please enter Contact Person.
- Address: 1
- Remarks / Opinions: Please enter Remarks / Opinions.
- Delivery: [Dropdown menu]
- Payment: [Dropdown menu]

Terms & Agreement:

School Photo will be offered under the followir

1. Only ONE identical IMAGE will be process
2. NO Cash Changes or Receipt will be give
3. Photos will be processed upon COMPLETE payment is received. Incomplete order / paymr unsuccessful submission and may cause dela process.
4. Cancellation or modification of order deta administration charge.
5. Service to shoot & edit absent student into be \$500/image by advance payment.
6. Satisfaction guarantee for all individual pt school or, one time free re-take at our studio o 2015 from 10:00am to 3:30pm by advance ap
7. School portrait does not serve for passpo
8. Photo product will be tuned and cropped

I agree above terms and conditions.

Delivery Agreement:

- A. Orders with full payments received before ready for school distribution around Dec 7, 20
- B. Late payment and orders received from C 2015 will be delivered to school on Jan 29, 20
- C. Date on POST CHOP will be taken as ord
- D. Local mailing service for max. 1 kg is ava surcharge and, one time post-delivery service Kong correspondence address. Returned ph months only for studio collection.
- E. Late orders received between Jan 1, 201 have \$150 handling charge. Upon completior service will be arranged to student's local com max. 1 kg.
- F. Late surcharge for orders after Feb 28, 20 upon request.

I agree above delivery agreement.

At the bottom right, there are 'Back' and 'Submit' buttons. Yellow arrows in the original image point to the 'Delivery' and 'Payment' dropdown menus, the 'I agree above terms and conditions' checkbox, and the 'Submit' button.

Step 7 : DELIVERY _Orders and Payment received by studio before 1st & 2nd cutoff date will have ONE time free local mailing service for max. 1 kg.

The screenshot shows a dropdown menu for 'Delivery'. The selected option is highlighted in blue. The options listed are 'Studio Pick Up' and 'Local Mailing'.

Step 8 : PAYMENT

The screenshot shows a dropdown menu for 'Payment'. The selected option is highlighted in blue. The options listed are 'Paypal', 'Bank deposit', and 'Cheque'.

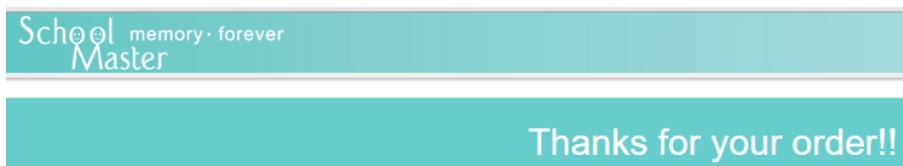
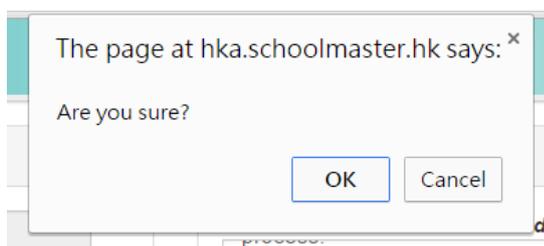
Step 9 : Your order is listed on bottom of page. Click “Submit” to continue.

The screenshot shows the 'School Master' website interface. On the left, there is a 'Contact Information' section with fields for Surname, First Name, Email, and Phone. Below this is a 'Contact Person' section with an address field. On the right, there is a 'Terms & Agreement' section with text regarding school photo orders and a 'Delivery Agreement' section with options A, B, C, and D. At the bottom, there is an 'Order Items' table with three rows of items and a total amount of \$1100.

| Photo | Product | Details | List Price | Qty |
|--------------|---------|---|------------|-----|
| | | 8 pcs, 75 x 102mm 4 white & 4 black, PVC with ball pen and paper (same image) | \$400.00 | 1 |
| | | 3 pcs, 22 x 18cm single image with 2016 calendar (same image) | \$300.00 | 1 |
| | | 2 pcs, 3cm x 4cm in GREEN #8 (same image) | \$400.00 | 1 |
| Total Amount | | | \$1100 | |



Step 10: Confirm order by clicking “OK”.



INVOICE will be sent to you by Email with Delivery and Payment details written.

Feel free to contact us if you have any queries:

By email: cs@schoolmaster.hk

By tel: 2880-5000