

Tel: 2880-5000
Email: cs@schoolmaster.hk

Student SURNAME: _____ First Name: _____ Class: _____
 Contact person: _____ Tel/Mob: _____ Email: _____
 Address: _____

PACKAGES : SINGLE Portrait + Class Group Photo (same color single image per package with color class group photo)						Subtotal	
Formal		2.5" x 3.5" _wallet 5" x 7" _5R Formal Class photo _ 8x10"	5 pcs 1 pc 1 pc	\$310 x _____ set(s)	Write down ONE Image #	\$	
Funny		2.5" x 3.5" _wallet 5" x 7" _5R Funny Class photo _ 8x10"	5 pcs 1 pc 1 pc	\$310 x _____ set(s)	Write down ONE Image #	\$	
Combo		2.5" x 3.5" _wallet 5" x 7" _5R Formal Class photo _ 8x10" Funny Class photo _ 8x10"	5 pcs 1 pc 1 pc 1 pc	\$430 x _____ set(s)	Write down ONE Image #	\$	
PHOTO OPTIONS : SINGLE portrait and/or Class Photo (same image per item)							
Miniature 20 pcs _1.5" x 2"	Wallet 9 pcs _2.5" x 3.5"	4R portrait 4 pcs _4" x 6"	5R portrait 2 pcs _5" x 7"	8R portrait 1 pc _8" x 10"	Softcopy 1 single image 5x7"/RGB/300dpi/jpg	\$	
 \$200 x _____ set Img# _____	 \$200 x _____ set Img# _____	 \$200 x _____ set Img# _____	 \$200 x _____ set Img# _____	 \$200 x _____ pc Img# _____	 \$500 / img Img# _____		
8R FRAMED portrait 1 pc _8" x 10" UV laminated portrait + 3/4" black frame + desk top stand \$500 x _____ pc Img# _____		CANVAS portrait 1 pc _12" x 18" Canvas Portrait in Gallery Wrap + hanging hook \$980 x _____ pc Img# _____		Formal Class 1 pc _8" x 10"  \$200 x _____ pc	Funny Class 1 pc _8" x 10"  \$200 x _____ pc	\$	
IMAGE SOUVENIR: *Takes 4 -6 weeks for production. **same SINGLE image per item set. ***while stock last							
Book Mark 10 pcs _38 x 80mm  \$400 x _____ set Img# _____	Magnet 6 pcs _48 x 70mm  \$300 x _____ set Img# _____	Mouse Pad 3 pcs _22 x 18 cm  \$300 x _____ set Img# _____	Stamp green ink 3 pcs _3cm x 4cm  \$400 x _____ set Img# _____	Luggage Tag 8 pcs _63 x 101mm (white PVC, inside card for Name_Tel_Add)  \$400 x _____ set Img# _____	Note Pad 8 pcs _75 x 105mm (4 white+4 black PVC with ball pen & paper)  \$400 x _____ set Img# _____	Greeting Card 6 pcs _135 x 135mm (blank inside+envelope)  \$300 x _____ set Img# _____	\$
SIBLINGS PHOTO: *same Siblings' image per item set. **Souvenir takes 4 -6 weeks for production. ***while stock last							
4R portrait 4 pcs _4" x 6"  \$300 x _____ set Img# _____	5R portrait 2 pcs _5" x 7"  \$300 x _____ set Img# _____	8R portrait 1 pc _8" x 10"  \$300 x _____ pc Img# _____	Magnet 6 pcs _2R size (65mm x 90mm)  \$500 x _____ set Img# _____	Mouse Pad 3 pcs _22 x 18 cm  \$500 x _____ set Img# _____	Note Pad 8 pcs _75 x 105mm (4 white+4 black PVC with ball pen & paper)  \$500 x _____ set Img# _____	Greeting Card 6 pcs _135 x 135mm (blank inside+envelope)  \$400 x _____ set Img# _____	\$
BLEMISH RETOUCH: Blemishes retouch service at HK\$150 per SINGLE image. Img# _____						\$	
<ul style="list-style-type: none"> - Paid Orders RECEIVED by studio before Dec 2, 2015 will be mailed (HK only) on Dec 18, 2015. (Canvas & bookmark will delay) - LATE paid orders RECEIVED by studio between Dec 3 – Dec 31, 2015 will be mailed (HK only) around Jan 30, 2016. - LATE paid orders RECEIVED by studio between Jan 1 – Feb 28, 2016 will be mailed (HK only) around Mar 30, 2016. - \$150 surcharge for LATE PAID orders from Mar 1 – Apr 30, 2016; one time free local mailing for max. 1 kg around May 31, 2016. 							
Total:					\$		

School Photo will be offered under the following terms & conditions:

1. Single Image(s) will be given to each student for preview and selection.
2. If NO image number is marked in order form, our production team will choose for you the best image to process.
3. Please use **ONE ORDER FORM** for **ONE STUDENT** and make a copy for your own record.
4. Please submit all siblings' Order Forms together for cropping purpose and, One cheque of total payment in One envelope.
5. **IMAGE PREVIEW:**
From Nov 27 thru Dec 31, 2015, please visit <http://www.schoolmaster.hk/>
School ID: **nais** User ID: **student ID** given by NAIS Password: student's birthday in **YYYYMMDD** (year/month/date)
6. Satisfaction guarantee for all individual photo images taken or, one time free re-take at our studio on the date of **Dec 13, 2015 Sunday from 10:00am to 3:30pm** by advance appointment.
7. Service to shoot & edit absent student into class/group photo will be \$500/image by advance payment.
8. **ONLINE PAYMENT BY PAYPAL:**
☺ Online payment using Credit Card is available by means of PayPal gateway; A/C name is payment@schoolmaster.hk
9. **PAYMENT BY CHEQUE:**
☺ Please select image and product through ONLINE ordering system.
☺ Complete this order form or, print out online Invoice email.
☺ Please make crossed cheque payable to "**SCHOOL MASTER**"
☺ On the back of the cheque, please write down **student name, invoice# or student ID, class no. and contact tel.**
☺ Please send order form and cheque payment by post to:
A15/F Gee Chang Hong Center, 65 Wong Chuk Hang Road, Aberdeen, Hong Kong
☺ Incomplete order or payment will be regarded as unsuccessful submission and may cause delay in the ordering process.
☺ Date on POST CHOP will be taken as order received date.
☺ Post dated cheque or cheque in foreign currency will not be accepted.
☺ **Return cheque** for ANY reason will have **HK\$50** admin. surcharge.
10. **PAYMENT BY BANK DEPOSIT:**
Please deposit total amount including **all BANK CHARGES** with the following details:
Account Name: **School Master**
A/C No.: **023-320153-001**
Bank Name: **HSBC**
Bank Add.: **14/F Causeway Bay Plaza Two, 463-483 Lockhart Road, Causeway Bay, HK**
Please send Deposit Slip and Order Form by e-mail to payment@schoolmaster.hk
Orders without payment details delivered to studio will be regarded as unsuccessful submission.
11. **PHOTO DELIVERY:** (* **Souvenir items CANVAS, BOOKMARK & FRAMED PORTRAIT** takes 3-4 weeks for production)
☺ PAID Orders RECEIVED by studio before **Dec 2, 2015**, one time local mailing of photos in max. 1 kg on **Dec 18, 2015**.
☺ **LATE** PAID orders POSTED to studio from **Dec 3 – Dec 31, 2015**, one time local mailing around **Jan 30, 2016**.
☺ **LATE** PAID orders POSTED to studio from **Jan 1 – Feb 28, 2016**, one time local mailing around **Mar 30, 2016**.
☺ For postal order and cheque payment, date on POST CHOP will be taken as order received date.
☺ **Late paid orders** received between **Mar 1 - Apr 30, 2016** will have \$150 handling charge and, one time free mailing service is included to student's local correspondent address for max. 1 kg.
☺ **Late orders** after **Apr 30, 2016** will be quoted upon request.
12. One identical IMAGE will be processed per ITEM only.
13. Incomplete order or payment will be regarded as unsuccessful submission and may cause delay in the ordering process.
14. NO Cash Changes or Receipt will be given.
15. Cancellation or modification of order details will have \$100 administration charge.
16. School portrait does not serve for passport or visa purposes.
17. Photo product will be tuned and cropped for most pleasing portrait according to our studio standard.
18. Offer is valid for the current NAIS student only.
19. For enquires, please email to cs@schoolmaster.hk.
20. Special retouching and other special services will be quoted upon request.
21. Please inquire about our Family Portraits Services / Event Photography / Executive Portraiture / Product Photography.
22. Images' copyright belong to "SCHOOL MASTER", a Classic Master Group member.
23. "SCHOOL MASTER" reserves the right of final decision.

For Office Use Only:

Received date:

Amount: HK\$

Bank:

Cheque date:

Cheque #: