



**STUDIO BY THE POND**  
 75 MAIN STREET, SPRINGVALE, MAINE 04083  
**207.490.4500**  
 WWW.STUDIOBYTHEPOND.NET  
 WWW.FACEBOOK.COM/STUDIOBYTHEPOND

## SCHOOL PORTRAITS ORDER FORM

For backdrop example and ordering information  
 visit [www.studiobythepond.net/schoolpictures](http://www.studiobythepond.net/schoolpictures)

### IMPORTANT PLEASE READ:

- Please fill out the order form to the right. Mark the quantity on the line located next to the package or specialty item you wish to order, subtotal each line item and calculate your total order amount
- Enclose cash or check\* (MAKE CHECKS PAYABLE TO: STUDIO BY THE POND)
- If you are paying by check please put the **student's name and grade in the check's memo line**
- The completed order form and payment MUST be turned in on picture day
- Your order will be delivered to the school within 8 weeks from the "picture taking date"
- If you have any questions please contact Studio by the Pond DIRECTLY
- If you are not satisfied with your pictures, you may return them to the studio within 10 days of receipt for a full refund

### LOOKING YOUR BEST!

We know how important your child's school pictures are to you. To help you prepare them for their session we have provided the following tips to help your child's portraits be the best they can be:

- Select solid colors, dark or pastel. Long sleeves usually work best since short sleeves can be distracting and sleeveless tops can look too casual
- Soft patterns and prints are OK, such as stripes, flannel, or polka-dots. AVOID shirts with screen printed graphics or logos
- Accessories are OK, but choose small accessories that do not distract too much from their face, such as simple earrings and or necklace
- New haircuts and styling should be done a week or so prior to portrait day to avoid the "fresh cut" look

### QUESTIONS?

If you have any questions please feel free to contact the studio prior to your child's session at 207.490.4500 or [info@studiobythepond.net](mailto:info@studiobythepond.net)  
 If you would like to be notified about upcoming events at Studio by the Pond please feel free to provide your email address on the attached form

### Packages

Package A	Package B	Package C	Package D	Package E
\$42	\$30	\$22	\$15	\$9
1 - 10x13 2 - 8 x 10 4 - 5 x 7 16 - Wallets	2 - 8 x 10 2 - 5 x 7 16 - Wallets	1 - 8 x 10 2 - 5 x 7 8 - Wallets	2 - 5 x 7 8 - Wallets	1 - 5 x 7 4 - Wallets

### Family Plan

The first two children in the immediate family pay full price; all others pay half price on packages of equal value. Please check the family plan box for every 3+ child's order envelope and fill out siblings that paid full price. **EACH SIBLING MUST HAVE THEIR OWN ENVELOPE WITH THEIR OWN PAYMENT.**

### Specialty Items

<b>Calendar</b>	\$8
8x10 size print calendar each with student's image	
<b>4 x 5 Magnet</b>	\$8
4x5 size refrigerator magnet	
<b>Flash Light Key Chain</b>	\$10
Size 1.5 x 2.25 with child's image on one side	
<b>Photo Dog Tag</b>	\$10
Printed on one side and with a black rubber border	

### Bonus Add-On

A package purchase is **REQUIRED** to order any of the "Add on" options.

Add on F	Add on G	Add on H	Add on I
\$9	\$9	\$9	\$9
2 - 5 x 7	8 - Wallets	4 - 3 1/2 x 5	1 - 8 x 10

### Please Mark Your Selections

Qty.		Sub Total
_____	Package A	\$42 _____
_____	Package B	\$30 _____
_____	Package C	\$22 _____
_____	Package D	\$15 _____
_____	Package E	\$ 9 _____

### Bonus Add-On

Available only with the selection of packages 1 - 5.  
 May **NOT** be purchased separately.

ADD-ON ONLY

_____	Bonus F	\$ 9 _____
	(2 - 5x7)	
_____	Bonus G	\$ 9 _____
	(8 - wallets)	
_____	Bonus H	\$ 9 _____
	(4 - 3 1/2 x 5)	
_____	Bonus I	\$ 9 _____
	(1 - 8x10 )	

ADD-ON ONLY

### Specialty Items

_____	Calendar	\$ 8 _____
_____	4x5 Magnet	\$ 8 _____
_____	F. L. Key Chain	\$10 _____
_____	Photo Dog Tag	\$10 _____

**Total amount enclosed** \$ \_\_\_\_\_

If you are paying by check please put the **student's name and grade in the check's memo line.**

### Please Print Clearly

Student Name \_\_\_\_\_

Teacher's Name \_\_\_\_\_

Grade \_\_\_\_\_ Phone # \_\_\_\_\_

Email \_\_\_\_\_

Family Plan (half price 3rd + child)  (Check only on 3rd+ child)

Please List **OLDEST TWO** children that paid FULL PRICE:

NAME \_\_\_\_\_ GRADE \_\_\_\_\_

NAME \_\_\_\_\_ GRADE \_\_\_\_\_

\*There is a \$20 fee for any returned checks.

\*\*\*\*EACH CHILD MUST HAVE THEIR OWN ENVELOPE WITH THEIR OWN PAYMENT.\*\*\*\*

**Envelopes without payment are not collected.**