



# RICHARD GREENLY PHOTOGRAPHY Ltd

WEST HOUSE, CHARNHAM LANE, HUNGERFORD,  
BERKSHIRE. ENGLAND. RG17 0EY

e-mail: mail@richardgreenlyphoto.co.uk

Tel: + 44 1488 685 256 Fax: + 44 1488 681 101

## SCHOOL PHOTOGRAPH ORDER FORM 2012

**YOUR JOB NUMBER IS \_\_\_\_\_**  
**FROM THESE CONTACT SHEETS YOU MAY ORDER**  
**either BW or Colour**

- This form is best completed with reference to our Photography and our Lockett's framing brochure.
- If you wish to order products not shown on this order form, please go to our website; [www.richardgreenlyphoto.co.uk](http://www.richardgreenlyphoto.co.uk), click on schools & download a full order form.
- Please read the **notes** on page 2 of this order form.
- If in difficulties, pick up the phone, dial **01488 685 256** and shout help!
- If you would like a quote before we proceed with your order, please tick this box.

### INDEX

- Section 1.** - Mounted and un-mounted photographs, 6x4", 7x5", 8x6", 10x8" and 10x12" (Brochure page 16)  
**Section 2.** - Discounted, Un-mounted 6x4 inch prints. Packs of 6 only. (Brochure page 16)  
**Section 3.** - All other products. (Brochure pages 18-20)  
**Section 4.** - Cut-Out photographs. (Brochure page 19)  
**Section 5.** - Mug shots, passport sized prints for UCAS forms etc. (Brochure page 20)  
**Section 6.** - Frame ordering section, using Lockett's catalogue or visit [www.locketts.co.uk](http://www.locketts.co.uk)

### PERSONAL DETAILS

### CARD DETAILS

Name \_\_\_\_\_

Name on Card \_\_\_\_\_

Address \_\_\_\_\_

Card Number \_\_\_\_\_

\_\_\_\_\_

Expiry Date \_\_\_\_\_ Start Date \_\_\_\_\_

\_\_\_\_\_

Issue No. Switch only \_\_\_\_\_

\_\_\_\_\_

Security No. Last 3 numbers on signature block \_\_\_\_\_

Post/Zip Code \_\_\_\_\_

Signature. \_\_\_\_\_

Tel No. \_\_\_\_\_

We accept all cards except American Express and Diners.

E-Mail. \_\_\_\_\_



## IMPORTANT NOTES

1. The photo reference number, **D/14** is made up as follows: - **Contact sheet ref letter D and Photo No. 14.**  
See example in section 1.
2. To frame photographs, look in the Lockett's catalogue and then go to section 6 of this form.
3. Please note that all prints ordered in section 1, will be supplied **mounted** unless otherwise requested in section 1.
4. All prices quoted in this form include VAT.
5. Please **DO NOT** send a cheque with your order. We will invoice you when we deliver the goods. If you would like to pay by credit card please insert details in the space provided on page 1.
6. If you have special instructions or wish to order something not available on this form, please use a separate piece of paper or ask for a copy of our full order form.
7. The contact sheets remain your property. Copy contact sheets ordered will be charged for, so please keep the originals safe.
8. Please allow up to 3 weeks for delivery. In an emergency please let us know and we will bring it forward for you.
9. Please note that we maintain the right to change the prices within this form without further notice.
10. Please note that from time to time we will use our images for advertising purposes both in brochures and on our website. If you **do not** wish us to use the images we took for you, please call 01488 685256 and let us know.
11. **MANIPULATION OF PHOTOGRAPHS (Re-Touching to you and I.)** At this stage **NO** re-touching has been done. When you order photographs all small blemishes and minor spots will be re-touched free of charge. Should you require further work done on a photograph please ask. If it is a relatively simple and quick operation or something caused by our stupidity when taking the photograph, we will of course do it free of charge. This re-touching is however very time consuming and there is a habit at the moment to ask for complete hair re-styling and totally new complexions!! We certainly have the technology but this type of work is charged out at £60.00 per hour plus VAT
12. Please send this form to: -Richard Greenly Photography Ltd, West House, Charnham Lane, Hungerford, Berkshire, RG17 OEY. United Kingdom.

## SECTION 1

### **Standard sized enlargements.** (Main brochure page 16)

6 x 4" Mounted = £16.05 : 7x5" Mounted = £24.05: 8x6" Mounted = £25.00 : 10x8" Mounted = £26.90 : 10x12" Mounted = £37.00  
 6 x 4" Un-mounted = £13.55: 7x5" Un-mounted = £21.55 : 8x6" Un-mounted = £22.50 : 10x8" Un-mounted = £24.40 : 10x12" Un-mounted = £34.50

1. Prints in this section are supplied **mounted** unless otherwise requested on the form below.
2. School photos receive a 5% discount in this section so prices above differ from those in our main photo brochure.
3. To frame a photograph ordered below, see the Lockett's catalogue enclosed and then complete section 6 of this order form.
4. Photos are available in black & white or colour, don't forget to stipulate which you require.
5. 6x4" or post card sized prints are more affordable if ordered in packs of 6 in section 2 of this order form.
6. For big enlargements see section 3 of this order form

Photo Ref Number	Size (inches) See above	Quantity Required	Colour Or Black/White	Mounted Or Unmounted	Photo Ref Number	Size (inches) See above	Quantity required	Colour Or Black/White	Mounted Or Unmounted
<i>EXAMPLE</i> <b>D14</b>	<b>7x5</b>	<b>4</b>	<b>C</b>	<b>U</b>	<i>EXAMPLE</i> <b>D1</b>	<b>8x6"</b>	<b>2</b>	<b>BW</b>	<b>M</b>
1.					10.				
2.					11.				
3.					12.				
4.					13.				
5.					14.				
6.					15.				
7.					16.				
8.					17.				
9.					18.				

## SECTION 2

**Discounted, unmounted 6x4 inch prints in packs of six.** (Brochure page 16)

**Mixed** packs of six are **£70.40**      **Duplicate** packs of six are **£65.30**

1. School photos receive an 8% discount in this section so prices above differ from those in our main photo brochure.
2. 6x4 inch mounted photos can be purchased singly at full price, in section 1 above.
3. You may mix colour (C) and black & white (BW) in one pack in either mixed or duplicate packs.
4. To frame any of these photographs go to section 6 of this form.
5. These prints are all supplied **unmounted** unless otherwise requested. Just put M next to ref no. Mounts =£2.10 each
6. Packs in excess of 4 receive an extra 10% discount

***Please State Black & White (BW) or Colour(C) beside photo Reference***

Example Duplicate Pack	Example Mixed Pack	Pack 1	Pack	Pack 4	Pack 5	Pack 6	Pack 7	Pack 8	Pack 9
B6 C	A1 C								
B6 C	B3 BW								
B6 C	C7 C								
B6 C	C8 C								
B6 C	F1 BW								
B6 C	F4 BW								

## SECTION 3

### **Other Products** (Brochure page 18-20)

This section covers all other print products advertised in our photo brochure (Pages 18-20)

1. To frame a photograph ordered below, see the Lockett's catalogue enclosed and then complete section 6 of this form.
2. For Montages and collages use a separate piece of paper if necessary.

Photo Ref No.	Product Description	Colour Or B/W	Size (Inches)	Quantity	Mounted Or Un-mounted (If applicable)	Finish If applicable (i.e. canvas, canvas effect or laminate, etc)
D/4	Canvas Mounted Print	C	20x24"	2		Canvas Effect

Remarks/Special Requests \_\_\_\_\_

## SECTION 4

### **Cut-Outs** (Brochure page 19)

1. Cut Outs are made at a standard height of 6½ to 7 inches. If you require a different size, **please let us know**.  
Very important when ordering a Cut Out of a second child or the same child a year or so later, if you want to see a size difference.
3. Photos are available in black & white or colour.
4. For further information on **Cut Outs** see our main brochure, page 19.
5. School Cut Out prices include the cost of the photograph. The prices in our main brochure do NOT.

Photo Reference Number	Single Figure Cut Out £82.20	Double Figure Cut Out £89.50	Group 3-6 Figure Cut Out £98.75	Black & White	Colour	Value
1.						
2.						
3.						
4.						
5.						
6.						
7.						

Remarks \_\_\_\_\_

**SECTION 5** (Brochure page 20)

**Mug shots – Identity photographs**

**Pack of 5 @ £18.75 - Pack of 10 @ £24.20 – Pack of 15 @ £29.40 - Pack of 20 @ £34.80**

1. Small passport sized photos. They are ideal to attach to UCAS forms or to accompany forms of any description.
2. Use any photo from your sitting and remember photos are available in both black & white and colour.
3. These are **NOT** suitable for official passport photographs.

Photo ref Number	Insert Col or BW	Pack size	Photo ref Number	Insert Col or BW	Pack size	Photo ref Number	Insert Col or BW	Pack size
1.			3.			5.		
2.			4.			6.		

**SECTION 6**

**Framing section**

Use in conjunction with the Lockett's catalogue

1. In this section you can order **frames** for the **photographs** you have ordered in previous sections of this order form.
2. The mention of photo reference numbers in this section purely shows us which photo you would like in which frame. **IT IS NOT AN ORDER FOR PHOTOGRAPHS.**
3. All photos that you would like us to frame must be ordered in a previous section of this order form.
4. When ordering frames supplied with mounts, order the frame the same size as the photo.i.e.a7x5” photo fits a 7x5” frame.
5. When ordering frames supplied without mounts, please order the outside measurement of the item you would like framed.
6. *A 6x4” photo when mounted, measures 6x8”*      *A 10x8” photo when mounted, measures 10x12”*  
*A 7x5” photo when mounted, measures 7x9”*      *A 10x12” photo when mounted, measures 12 x14”*  
*An 8x6” photo when mounted, measures 10x8”*
7. All frames are designed to stand, unless you state otherwise in column 3 below.

1. Frame Order Number	2. Colour and Frame Type	3. Hang = H	4. No Mount = UM	5. Put <u>photo</u> reference number in the appropriate frame below: -										
				Single Frame		Double Frame		Treble Frame			Quad Frame			
											A/6	B/7	A/1	M/9