

SCHOOL PHOTOS ARE NOW AVAILABLE FOR VIEWING & ORDERING ONLINE!

- > **GO TO:** www.carolchaplin.com
- > **SELECT:** CLIENT GALLERIES (on the gray menu bar)
 - > *On your first visit, you will need to create an account.
(this is a new website program & your previous year's account is no longer operative)*
 - > *Click the Lock Icon "Access Private Photos" in upper right corner.*
 - > *Click on the "Create an Account" tab: enter your email address & choose a personal password.
Click continue & when prompted:*
- > **ENTER SCHOOL PASSWORD:** 5greatlessons (all lower case, no spaces)

HIGHLIGHTS:

- 1) **ORDER DEADLINE:**
Late orders will be charged an additional \$10. fee - no exceptions.
Photos can still be ordered after the due date. However, the school group discount will no longer apply and an additional \$10. fee is required to cover pricing, handling & shipping costs.
For late orders, add the "Lab Handling Fee" on the Price List under PRINTS.
Orders placed on time are guaranteed delivery to the school BEFORE Winter Recess.
- 2) **ORDERING OPTIONS:** **Standard Prints, Packages, Specialty Products**
 - **Standard Prints:** - Best for single items/sizes -
 Please note: The UPPER LEVEL Class Photo is ONLY AVAILABLE AS AN 8x16.
 All other Class Photos are available as 5x7 or 8x10 only - NOT 4x6.
 - **Packages:** - Best value but you are limited to 1 image plus a class photo -
 1 image of your child must be selected for packages and 1 class photo must also be selected as your 2nd image.
 - **Specialty Products:** - Magnets, Mugs, Water Bottles, Keychains, etc. -
 Holiday Cards are also available from the "STORE TAB" located on the gray menu bar.
- 3) **RETOUCHING:**
There is no additional charge for minor retouching.
Please note in the Comment Box or Contact Form (Tab located on gray menu bar) if you would like any retouching of facial bruises, stained shirts, etc.
Contact the photographer for a quote if requesting extensive retouching.
- 4) **RETAKE POLICY:**
Photos are retaken at the photographer's discretion only if there are technical errors.
"Forgetting it was picture day", "wrong outfit" or "hair not right", etc. do not warrant retakes.
Remember, you are under no obligation to order any photos.
- 5) **FOR ANY REQUESTS:** Use the Contact Form on the website or contact the photographer
by phone: 272-4629 or email: ccphoto20@gmail.com