FOCUS IMAGING

INFO SECTION

FOCUS IMAGING

Please follow these instructions when placing your order:

1. Enter: **Pose Number** in the box(s) on top marked **Pose #**.
2. Enter: **Number of Units** next to the portrait sizes you have selected **(See sample below).**
3. Enter: The **Package Letter (e.g. - A - or - B - or - C - etc.)** or **Individual Portrait Letter (J - Z)** in the box(s) provided.
4. Enter: **Amount, Shipping and Handling, add all Taxes and Total Amount.**
5. Indicate method of payment and enclose payment in full.
6. Fill in **Student's Name, Address, Phone # and Name of School.**
7. Mail orders with Cheque or Money Order payment or contact us directly to order by phone. Please visit our website to order online. Allow approximately 4 - 5 weeks for delivery of your order.

Sample of an -A- Package Order

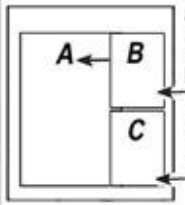
Enter selected Pose #'s: → Portrait sizes	*Pose #2* enter # of units below	*Pose #3* enter # of units below	*Pose #6* enter # of units below	*Pose #8* enter # of units below
1 - 16 x20	1			
1 - 11 x14				
1 - 8 x10	1		2	
1 - 8 x10 B+W	1			
2 - 5 x7's (1 unit)		*1*	*1*	*1*
4 x5's (1 unit)		*1*		*1*
8 -Wallets(1 unit)	*1*	*1*	*1*	

FOCUS IMAGING INC

Please mail your order to:
6429 Warbler Lane
Mississauga On L5N 6E2

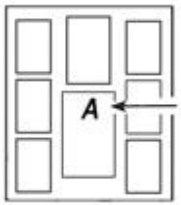
Questions?
416.593.6287 (Phone/Fax)
416 - (59 - Focus)
www.focusimaging.ca

IF ORDERING A MONTAGE OR PROOF SHEET PLEASE FILL OUT THIS SECTION
Please note images are not retouched unless part a package
Please write your pose # in the boxes indicated



8x10 VERTICAL OR 11X14 HORIZONTAL MONTAGE

You may use up to 3 poses for this product, please indicate your pose #'s under A,B,C



PROOF MONTAGE

All 8 of your proofs will be displayed in this Proof Montage, please choose which pose you would like for position **A** *ONLY the rest will be placed randomly.*

*All of us at **FOCUS IMAGING INC.** would like to thank you for the opportunity to take your graduation portraits. We promise to deliver the highest quality photographs to remember this special time in your life.*

Love your pictures and want to be part of our Gallery.
I hereby authorize Focus Imaging Inc. to use my images on promotional material, advertising, displays and on our web gallery. Signature must be of Student if 18 years or older or of a parent/guardian if under 18.

Student Name_____ **Parent Name**_____

Student Signature _____ **Parent Signature**_____

School Name_____ **Date**_____

ORDER FORM

Please complete this page when ordering

5 x 7's are printed **2** on a sheet per Pose 4 x 5's are printed **4** on a sheet per Pose
Wallets are printed **8** on a sheet per Pose. **These multiple units cannot be split !**

Enter selected Pose #'s in these boxes only → Portrait sizes	Pose # enter # of units below	Pose # enter # of units below	Pose # enter # of units below	Pose # enter # of units below
1 - 16 x 20				
1 - 11 x 14				
1 - 8 x 10				
2 - 5 x 7 (1 unit)				
4 - 4 x 5 (1 unit)				
8 - Wallets (1 unit)				

If ordering Black & White please write in B&W next to # of units
First name only will be printed on Wallets or Montage:
Print clearly → ☐☐☐☐☐☐☐☐☐☐☐☐☐

If Not current year please mark here ↓

FOCUS IMAGING INC
Our Focus is you!

	Package Letter	Quantity	Amount
			$
			$
			$
			$
Montage Orders indicate your package letter here. For Proof Sheet Montage (Z1), 8X10 Vertical (Z2), 11x14 mark (Z3) →			$
To add our Special Pearl Satin Finish to your portraits mark (PF) →			$
Add Magnets and or Gift Cards .Pose # ☐ →			$
Sub Total			$
Shipping & Handling for orders $215 and under before taxes			**$9.00**
Shipping & Handling for orders $219 and over before taxes			***$12.00***
add 13% HST HST # –845867817			
TOTAL			

Please add only the shipping that applies to your order

Payment by: Master Card ☐ Visa ☐ Cheque ☐

Card #: _____

Exp. Date: _____

Name on card _____
(please print)

Signature: _____

Student's (print clearly) **Student's**

Last Name _____ *First Name* _____

Address _____ **Apt.#** _____

City/Town _____ **Postal Code** _____

Email _____ **Cell #** _____

Name of School: _____

IF ORDERING ONLINE PLEASE GO TO www.focusimaging.ca **AND ENTER YOUR ACCESS CODE FOUND ON YOUR PROOFS**
IF MAILING YOUR ORDER PLEASE SEND TO *6429 Warbler Lane Mississauga On L5N 6E2* **OR CALL US AT 416-593-6287**