SECTION FIVE - Frames

Please view the contemporary range of frames on page 13 of the Locketts catalogue as this has proved very popular for school photographs.

1. If you would like us to frame any of the photo s you have ordered overleaf, please use this simple form.
2. Choose your frame from the **LOCKETTS** catalogue enclosed with your proofs. Insert the **frame** reference number in **Column 1.** Frames can also be viewed on our website **www.locketts.co.uk** and in this case just put the frame description in **column 2** as there are no reference numbers on the website.
3. We have already taken the mounted size of photographs into account when making these frames. The frame size always corresponds to the **photograph** size whether it is mounted or un-mounted. **For example, when ordering a 7x5 mounted or un-mounted photograph you order a 7x5 frame.**
4. It is important to specify your mounting requirements. All frames will include a mount unless you stipulate otherwise in **column 4.** Frames will be made to stand rather than hang unless you state otherwise in **column 3.**
5. Insert the photograph reference number (A/1 etc) in the relevant box in **column 5** so we can frame the correct photo in the correct frame.
6. Any queries give us a call on **01488 685256**.

1	2	3	4	5			
Frame Reference Number	Colour And Frame Type	Hang = H Stand = S	No Mount = UM	Put **photo** reference number in the appropiate boxes/frames below			
				Single Frame	Double Frame	Treble Frame	Quad Frame
Example P354	Medium Maple	H				C1 R2 A3	

RICHARD GREENLY PHOTOGRAPHY

8 - 10 Charnham Lane Hungerford Berkshire RG17 0EY
Tel: 01488 685 256 Fax: 01488 681 101
Email: mail@richardgreenlyphoto.co.uk

RE-PRINT ORDER FORM FOR ALL SCHOOLS

Please read the notes below and then complete THIS page and the other sections required.

1. We have included the most popular products ordered from school sittings. For a full list of products available, see our main photography brochure or visit our website at www.richardgreenlyphoto.co.uk
2. All prices in this order form include VAT.
3. Do not send money with this order, as we will issue an invoice. Preferred method of payment is by cheque.
4. Postage and packing prints only is £5.00. For frames the print p&p charge will be disregarded and frames will be charged as follows:- 1 frame - £5.95, 2 frames - £8.95, 3-6 frames - £10.50
5. You can order frames from the Locketts catalogue or website (www.locketts.co.uk) in section 5 of this form.
6. Please allow 3 weeks for delivery.

Please now insert the following:-

JOB NO:_____

CHILD S NAME:_____

SCHOOL:_____

NAME:_____

ADDRESS:_____

_____

TEL:_____ POSTCODE: _____

REMARKS:_____ EMAIL: _____

_____

If you wish to pay by Credit Card please insert details below.

CARD TYPE:_____ NAME ON CARD: _____

CARD NUMBER:_____ SECURITY CODE: _____

EXPIRY DATE:_____ START DATE: _____ ISSUE NUMBER: _____
(Switch only)

SIGNATURE:_____

SECTION ONE - Mounted and Un-Mounted Photographs

1. Use this section to order the following sized mounted or un-mounted prints,7x5", 8x6", 10x8" and 10x12".
2. To order these prints, complete the boxed section below. Put the photo reference number in the left hand column and put the quantity of photos required under the appropriate size. See example D/14 below.
3. Our photo reference numbers, i.e. **G1149 / D / 14** are made up as follows: **Job No. = G1149. Film letter = D. Photo No. = 14**. It is not necessary to use the job number on this form. **D/14** is enough.
4. All photographs ordered in this section will be supplied mounted and signed. If you want them **un-mounted** put an ***** in the quantity column, this will reduce the print price by £1.00.
5. For sepia prints put and **S** in the quantity column. For vignettes (i.e. faded edges) insert a **V** in quantity column.
6. If you wish to order a frame for any of the photographs you have ordered below, please go to SECTION Five.

PHOTO REFERENCE NUMBER	7x5″ £16.75	8x6″ £17.75	10x8″ £18.75	10x12″ £22.00	VALUE
Example - **D14**	**1***	**1**			**£33.50**

SPECIAL REQUESTS: _____

_____

SECTION TWO - Un-mounted 5x4 and 6x4 inch Photographs

1. These prints are sold individually or in packs of 6 and you can either order a **duplicate pack** of six for **£45.00** or a **mixed pack** of six for **£59.00**. You may mix colour and black and white in one pack, if you so wish.
2. These prints are supplied un-mounted. If you would like any **mounted and signed**, please put an **M** in the box. (See example below). **Mounting** adds **£1.75** per print mounted.
3. Simply place the photo reference number in the appropriate boxes. For packs of 6 please insert 6 photo reference numbers.

Example **DUPLICATE PACK**	*Example* **MIXED PACK**	**5x4″** Individual Prints **£12.00 each**	**Mixed Pack** Of 6 **£59.00**	**Mixed Pack** Of 6 **£59.00**	**Duplicate Pack** Of 6 **£45.00**	**Duplicate Pack** Of 6 **£45.00**
B6	*A1*					
B6	*B3m*					
B6	*C7*					
B6	*C8*					
B6	*F1*					
B6	*F4*					

SECTION THREE - Passport Size Photographs

1. We no longer print actual passport photos from school sittings but we do print passport **sized** photographs in black and white or colour and you will find these very useful for UCAS applications etc.
2. They are available in duplicate packs of 5, 10, 15 or 20.
3. Simply place the photo reference number in the appropriate box below.

PACKS	DUPLICATE PACK OF **FIVE** **£17.50**	DUPLICATE PACK OF **TEN** **£25.00**	DUPLICATE PACK OF **FIFTEEN** **£30.00**	DUPLICATE PACK OF **TWENTY** **£35.00**	**VALUE**
*Pack **One***					
*Pack **Two***					
*Pack **Three***					

SECTION FOUR - Cut Outs

1. Cut Outs are made at a standard height of 6½ to 7 inches. If you require a different size please say so.
2. They can be produced from black and white or colour photographs. They come with a black oak base.
3. Put the photo ref No. in the left hand column and quantity required in the appropriate columns.

PHOTO REFERENCE NUMBER	**SINGLE FIGURE** Cut Out **£47.50**	**DOUBLE FIGURE** Cut Out **£57.50**	**GROUP 3-6 FIGURE** Cut Out **£65.00**	**VALUE**