

We approach school photography in a very different way than is generally accepted as the norm in UK schools. We have decided not to compete with mass-market school photography, where one colour photograph only is taken and you the parents can either take it or leave it, good or bad.

Our system differs in that it is totally optional and based on a sitting fee that allows us to produce up to 15 different and high quality photographs from one sitting. You have a choice of black and white or/and colour and what clothes your child is wearing. The photographer is a thoroughly competent portrait photographer rather than a trained camera operator.

During the sitting we will take one or two full length portraits if requested, followed by up to 13 half length and head and shoulders portraits. Our aim is to produce as natural a photograph as is possible. Please do add any remarks you feel are necessary in "Special Requests" area below.

From the results of your sitting we can produce a vast range of different and interesting products. With your proofs we will include a copy of our full Children's Photography brochure, which gives details and illustrations of all the products available. You can also log onto our photography website at [www.richardgreenlyphoto.co.uk](http://www.richardgreenlyphoto.co.uk) and our album and frame website at [www.locketts.co.uk](http://www.locketts.co.uk) where you should find all the information you are looking for.

The basic products are as follows: -

<b>10x8" Un-mounted photograph</b>	<b>£23.30</b>	<b>10x8" Mounted photograph</b>	<b>£24.20</b>
<b>8x6" Un-mounted photograph</b>	<b>£21.30</b>	<b>8x6" Mounted photograph</b>	<b>£22.20</b>
<b>7x5" Un-mounted photograph</b>	<b>£20.30</b>	<b>7x5" Mounted photograph</b>	<b>£21.20</b>
<b>Single figure CUT OUT</b>	<b>£79.95</b>	<b>Double Figure CUT OUT</b>	<b>£88.75</b>

**Sisters** If two or more sisters are both having individual sittings, we are very happy to take some photographs of them together and these joint photographs are free of charge.

If only one sister is being photographed individually and you would like some shots with a sister, we are happy to do this within the 15 shots of one individual sitter. If however you would like a 2nd film at £41.00 which will allow more shots of them together, please say so in "special requests" area of the order form

**Leavers groups** If a leaver is having a sitting and if as part of that sitting she would like a couple of photographs with some of her special friends (maximum 4), we are happy to do this at no extra charge within the initial sitting or add another film as in the Sisters paragraph above. Please add details to "special requests". The girl in question should ensure that her friends are available at the appointed hour.

**Cut outs** If you would like a Cut Out please tick the box above for a full length photograph.

A **Cut Out** is made by mounting a photograph on a piece of 3mm thick wood then cutting around the outline of the photo and mounting the resulting statuette on a small plinth with a baize base. This process is ideal for full-length subjects, especially those in school uniform or sports clothes. A great memento if they are a star in one field or another. It can also be very effective with team photos or small groups of friends/leavers.

**Digital proofs and high resolution images** Proofs are supplied on contact sheets. If asked we will supply digital proofs for computer use but these are low resolution and marked with a copyright mark. There will be an administration charge of £15.00 per sheet of 15. Those who lose their contact sheets and request replacement sheets or digital proofs will also be charged this fee.

High resolution digital images and therefore copyright of individual images are available from £45.00 per image.



RICHARD GREENLY

photography

# Heathfield

## Portrait Photographs 2011



**Richard Greenly Photography Ltd**

West House, Charnham Lane, Hungerford, Berkshire, RG17 0EY

**Tel:** 01488 685256 **Fax:** 01488 681101 **Email:** [schools@richardgreenlyphoto.co.uk](mailto:schools@richardgreenlyphoto.co.uk)

[www.richardgreenlyphoto.co.uk](http://www.richardgreenlyphoto.co.uk)

# Dear Parent,

All details found in this leaflet together with an online booking form are available on the Heathfield page of our website at [www.richardgreenlyphoto.co.uk](http://www.richardgreenlyphoto.co.uk).

This service at Heathfield is entirely optional and operates on selected afternoons during the Lent Term to catch new girls and the Summer Term to catch Leavers. All years however are welcome during either term.

It is important to note that these are not the archetypal school photographs you are perhaps used to. Our aim is to produce high quality portraits in black and white and colour which will last a lifetime. The mood we set out to capture is more one of photos "at home" rather than school photos.

Sittings are kept as informal as possible within a studio setting at Heathfield and will last approx 10 minutes each. During the sitting we will take approximately 15 photographs; both half length and head and shoulders portraits. Within three weeks of the sitting we send you a contact sheet of 15 proof photographs from which you can select. See the rear of this booklet for a further description and prices.

Photographs will be taken in black and white unless you request otherwise on the booking form opposite.

Girls can be photographed in tidy home clothes of their choice, their school uniform or selected sports clothes. Please state your requirements on the booking form opposite.

We are happy to photograph sisters and small groups of leavers together. Details can be found on the last page of this brochure or on the Heathfield page of our website at [www.richardgreenlyphoto.co.uk](http://www.richardgreenlyphoto.co.uk)

The cost of these sittings, which includes all photography, all correspondence, production and mailing of a contact sheet and VAT is as follows: -

**Standard black and white or colour sitting at Heathfield.....£69.50**

## Bookings

To ensure the School is in no way burdened by the administration of this activity, all bookings, financial arrangements and queries should be made direct with Richard Greenly Photography Ltd, 01488685256.

Those wishing to take part in either the next **Lent** or **Summer term** of **2011** should complete and return the attached booking form to Richard Greenly Photography Ltd. This must reach us by no later than the 2nd week of the appropriate term. **Please don't delay, do it now!!** Quite a lot of parents miss the boat every year because with everything else going on; they forget to send in the form on time.

Once bookings are made and confirmed we will send each girl taking part a letter giving date, time, venue and clothing instructions. We send a copy of this letter to Parents in the hope that they will remind their children of the impending appointment.

Please remember this brochure covers bookings for Lent and Summer term 2011. No further reminders or brochures will be sent. If you would rather book over the internet please complete and submit the booking form on the Heathfield page of our web site at [www.richardgreenlyphoto.co.uk](http://www.richardgreenlyphoto.co.uk)

If you have any questions at all please do telephone or e-mail our office at any time. Tel: 01488 685256 and e-mail: - [schools@richardgreenlyphoto.co.uk](mailto:schools@richardgreenlyphoto.co.uk)

Yours sincerely

## Application Form

If you want photographs of more than one child, please fill out a form for each child. Please write clearly!

To	Richard Greenly Photography, West House, Charnham Lane, Hungerford, Berkshire, RG17 0EY Tel: 01488 685256 Fax: 01488 681101 <a href="mailto:schools@richardgreenlyphoto.co.uk">schools@richardgreenlyphoto.co.uk</a>		
From	Mr/Mrs*	Name	
Address			
		Postcode	
Tel		Email (Yours)	

## Student Details

Please include my Daughter (name) .....

Year ..... in a standard photographic session in the next **Lent\* / Summer Term\***. (\*delete as appropriate)

Her e-mail is ..... She is in the following House .....

I would like her to wear **Home Clothes\* / School Uniform\* / Sportswear\*** (\*delete two please)

**Please tick the appropriate box below if it applies to you**

- Sittings are normally in black and white, I would like a colour sitting instead  
or:-
- I would like **both** black and white and colour. Add £41.00 to the cost of the sitting  
or:-
- Please take a full length photograph of her for a Cut Out (*No extra charge for photography*).

Please send me a contact sheet from which I can make my choices. I understand that the cost of the sitting, including the photography, a contact sheet, postage/packing in UK (For overseas postage please add £4.00) and VAT is **£69.50** per child. I enclose cheque\*/credit card details\*. Cheques payable to Richard Greenly Photo Ltd.

Signed ..... Date .....

## Payment Details

Visa  Master Card  Access  Switch

Name			
Card Number			
Name on Card			
Expiry Date		Start Date	
Issue Number (switch only)		Security Code (Last 3 by signature)	

\* Delete as applicable. All prices include VAT. A VAT receipt will be included with the product. For overseas postage please add £4.00

Special Requirements .....

