



RICHARD GREENLY PHOTOGRAPHY Ltd
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PHOTOGRAPH ORDER FORM – 2008

<p>YOUR JOB NUMBER IS -</p> <p>FROM THIS JOB YOU MAY ORDER</p> <p>Black and white only <input type="checkbox"/> Colour only <input type="checkbox"/> Both or either <input type="checkbox"/></p>
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- This form is best completed with reference to our photography and Lockett’s framing brochure.
- Find what you want in the brochure and then go to the appropriate section of this form. See index below.
- This form is to be used by USA and UK clients. Exchange rate for USA is quoted in our photo brochure.
- If in difficulties, pick up the phone, dial **01488 685 256** and shout help!
- Please read **important notes** on the next page.

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- Section 1.** - Mounted and un-mounted photographs, 5/6x4”, 7x5”, 8x6”, 10x8” and 10x12 inches. (Brochure page 11)
- Section 2.** - Un-mounted 5x4 or 6x4 inch prints. (Packs of 6 discounted or Singles at full price). (Brochure page 11)
- Section 3.** - Large photographs 16x12, 20x16, 20x24, 30x24 or 30x40 inches. (Brochure page 11)
- Section 4.** - Large laminated prints on board, 16x12 inches to 30x40 inches. (Brochure page 12)
- Section 5.** - Mug shots, (passport size) prints for wallet etc. (Brochure page 14)
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- Section 6a.** - Enlarged contact sheets with no photographers markings.
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PERSONAL DETAILS

Name _____

Address _____

Post/Zip Code _____

Tel No. _____

E-Mail. _____

CARD DETAILS

Name on Card _____

Card Number _____

Expiry Date _____

Issue No. Switch only _____

Security No. Last 3 numbers on signature block _____

Signature. _____

We accept all cards except American Express and Diners.



IMPORTANT NOTES

1. The free prints included in your sitting fee will automatically be deducted from your final account.
2. The photo reference number, **D/14** is made up as follows: **Contact sheet ref letter. D – Photo No. 14**. See example in section 1.
3. To frame photographs, look in the Lockett's catalogue and then go to section 12 of this form.
4. Please note that all standard sized prints, 5/6x4", 7x5", 8x6", 10x8" and 10x12" are supplied mounted unless otherwise requested in section 1.
5. All prices quoted in this form are quoted ex VAT.
6. 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.
7. If you would like a quote before we proceed with your order, please tick this box.
8. If you have special instructions or wish to order something not available on this form, please use a separate piece of paper.
9. The contact sheets remain your property. Colour proofs (if sent) may be purchased at £3.75 each. They will automatically be charged for if not returned in 10 weeks.
10. **Please return all contact sheets with your order and they will be returned to you again when your order is complete.** This is to avoid expensive ordering errors.
11. Please allow up to 4 weeks for delivery. If it's an emergency please let us know and we will bring it forward for you.
12. Please send this form with all proofs to: -Richard Greenly Photography Ltd, West House, Charnham Lane, Hungerford, Berkshire, RG17 OEY. United Kingdom.
13. Please note that we maintain the right to change the prices and exchange rates within this form without further notice.

SECTION 1

(Brochure page 11)

Standard sized enlargements.

5or6 x 4 inches = £15.00 7x5 inches = £18.90 8x6 inches = £19.90 10x8 inches = £21.45 10x12 inches = £28.70

1. All prints in this section will be supplied mounted unless you request otherwise on the form below.
2. **DISCOUNT-** Buy 5 & 6x4" prints in packs of 6 and get up to **46% discount-** See section 2 below.
3. To frame a photograph ordered below, see the Lockett's catalogue enclosed and then complete section 12 of this form.
4. Your photos **may** be available in both black & white and colour. See status box on page one.
5. For sepia prints put an **S** in the quantity column. For vignettes (i.e. faded edges) insert a **V** in quantity column.

Photo Ref Number	Size (inches) <small>See above</small>	Quantity required	Colour Quantity <small>See 4. above</small>	Black white Quantity <small>See 4. above</small>	Un-Mounted <small>Quantity See 1. above</small>	
					<u>Colour</u>	<u>Black & White</u>
<i>EXAMPLE</i> D14	7x5	4	1	3		1
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
16.						
17.						
18.						
19.						
20.						
21.						
22.						
23.						
24.						
25.						

Note: For un-mounted prints (-£1.00 each). **S** for Sepia prints (+50%). **V** for vignette prints (+10%)

SECTION 2

(Brochure page 11)

Discounted 5x4 and 6x4 inch prints in packs of six.

Mixed packs of six are **£61.85**

Duplicate packs of six are **£48.50**

1. Your photos **may** be available in both black & white and colour. See status box on page one.
2. Prints in this section are supplied **un-mounted**. If you would like any mounted and signed, please put an **M** in the box mounting adds £1.00 per print. (See example below)
3. These photos can be purchased singly at full price, in section 1 above.
4. You may mix colour and black and white in one pack. Use same pack number in both Col & BW order boxes below and don't exceed 6 in total.
5. To frame any of these photographs go to section 12 of this form.

Tick box* for size required - 5x4" * or 6x4" * The default is 6x4

BLACK AND WHITE ORDERS

COLOUR ORDERS

Example Duplicate Pack	Example Mixed Pack	Pack 1	Pack 2	Pack 3	Pack 4	Pack 5	Pack 6	Pack 7
B6m	A1							
B6	B3m							
B6	C7							
B6	C8							
B6	F1							
B6	F4							

Pack 1	Pack 2	Pack 3	Pack 4	Pack 5	Pack 6	Pack 7

SECTION 3

(Brochure page 11)

Large wall hanging photographs.

16x12 inches, 20x16 inches, 20x24 inches, 30x24 inches, 30x40 inches.

1. Your photos **may** be available in both black & white and colour. See status box on page one.
2. In this section you can order large photographs for wall hanging. These photographs will be supplied **un-mounted** unless you put an **M** in the appropriate box. (See example in section 2 above).
3. Prices are shown below. **UM** = un-mounted and **M** = mounted.
4. If you require us to frame any of these prints, choose a frame type from our LOCKETT'S catalogue and fill in the table at the bottom of SECTION 12.
5. For sepia prints put an **S** in the quantity column. For vignettes (i.e. faded edges) insert a **V** in quantity column.

BLACK AND WHITE ORDERS

COLOUR ORDERS

Photo reference Number.	16 x12"	20x16"	20x24"	30x24"	30x40"
	M=£42.70 UM=£40.35	M=£59.50 UM=£55.90	M=£69.90 UM=£66.25	M=£104.00 UM=£99.35	M=£156.80 UM=£146.50
1.					
2.					
3.					
4.					

Photo reference Number.	16 x12"	20x16"	20x24"	30x24"	30x40"
	M=£42.70 UM=£40.35	M=£59.50 UM=£55.90	M=£69.90 UM=£66.25	M=£104.00 UM=£99.35	M=£156.80 UM=£146.50
1.					
2.					
3.					
4.					

SECTION 4

(Brochure page 12)

Large laminated photographs on board - Ready to hang.

1. In this section you can order our large laminated photographs. They are laminated with a translucent laminate and then mounted on 12mm MDF board. They are ready for hanging. They are ideal for kitchens, playrooms, pool rooms and bathrooms. They are protected from moisture and can be easily cleaned if necessary.
2. Your photos **may** be available in both black & white and colour. See status box on page one.
3. For sepia prints put an **S** in the quantity column. For vignettes (i.e. faded edges) insert a **V** in quantity column.

BLACK AND WHITE ORDERS

Photo reference Number.	8x6" Print £46.15	10x8" Print £48.75	12x10" Print £55.90	16x12" Print £67.00	20x16" Print £85.00	20x24" Print £96.00	30x20" Print £139.00	40x30" Print £223.00
1.								
2.								
3.								

COLOUR ORDERS

Photo reference Number.	8x6" Print £46.15	10x8" Print £48.75	12x10" Print £55.90	16x12" Print £67.00	20x16" Print £85.00	20x24" Print £96.00	30x20" Print £139.00	40x30" Print £223.00
1.								
2.								
3.								

SECTION 5

(Brochure page 14)

Mug shots – Identity photographs

Pack of 5 @ £19.25 - Pack of 10 @ £26.00 – Pack of 15 @ £31.25 - Pack of 20 @ £36.50

1. Small (passport sized) photos. They are ideal to attach to UCAS forms or accompany forms of any description.
2. Use any photo from your sitting, black and white or colour. Remember your photos **may** be available in both black & white and colour. See status box on page one.
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.			4.			7.		
2.			5.			8.		
3.			6.			9.		

SECTION 6

(Brochure page 14)

Clean Contact sheets

1. Clean contact sheets are ideal for use with the mini multiple frames you will find on page 26 of the Lockett's catalogue. Simply cut the small photos out of the contact sheet and frame them in a choice of mini multiple frames.
2. Clean contact sheets come **without** the numbers or photographers markings.
3. The cost per new sheet is **£11.75**. See page 14 of our photography brochure for full details.
4. Remember your photos **may** be available in both black & white and colour. See status box on page one.

I would like the under mentioned contact sheets in: - ***Black and white** / ***Colour**. *Delete as applicable

Enter the contact sheet letters, you require.

--	--	--	--	--	--	--	--	--	--

Enter Job number of sheets required

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SECTION 6a

ENLARGED - Clean Contact sheets

1. This option is only available for digital sittings.
2. Remember your photos **may** be available in both black & white and colour. See status box on page one
3. On the whole every photo in a digital contact sheet is good and enlarging a contact sheet can make a great wall hanging photograph. You can also order these as large laminated prints.
4. Put the quantity of contact sheets required in boxes below. Don't forget to add **M** for mounted & **UM** for un-mounted

BLACK AND WHITE ORDERS

COLOUR ORDERS

Contact Sheet Reference	16 x12 inches M=£42.70 UM=£40.35	20x16 inches M=£59.50 UM=£55.90	20x24 inches M=£69.90 UM=£66.25
1.			
2.			
3.			
4.			

Contact Sheet Reference	16 x12 inches M=£42.70 UM=£40.35	20x16 inches M=£59.50 UM=£55.90	20x24 inches M=£69.90 UM=£66.25
1.			
2.			
3.			
4.			

SECTION 7

(Brochure page 15)

Black and white and colour miniature photographs.

1. In this section you can order special size black and white and colour miniatures to fit a range of miniature frames. These frames can be found in pictures 42-45 on pages 36/37 of our Locketts catalogue.
2. If you order photographs in this section, remember to go to section 12, to order the frame as well.
3. Miniature photographs at any size up to and including 4x3 inches cost £15.75 each.
4. Your photos **may** be available in both black & white and colour. See status box on page one.

BLACK AND WHITE ORDERS

COLOUR ORDERS

Insert Photo ref Number	Insert order code of frame from Lockett's catalogue.	If no frame required, insert exact size of photo required.	Insert quantity of photos required. £15.75 each
1.			
2.			
3.			

Insert Photo ref Number	Insert order code of frame from Lockett's catalogue.	If no frame required, insert exact size of photo required.	Insert quantity of photos required. £15.75 each
1.			
2.			
3.			

SECTION 8

(Brochure page 12.)

Canvas wrap around or “Chunkie”

1. This is similar to the canvas mounted prints in sections 9 and 9a. The main difference is that this product is approx 2 inches deep and the canvas AND PHOTO actually wraps around the side of the stretcher/frame.
2. It is a great product and is designed to hang un-framed.
3. Your photos **may** be available in both black & white and colour. See status box on page one.
4. Insert the quantity required in boxes below. Insert S for Sepia and V for vignette.

BLACK AND WHITE ORDERS

Photo ref Number	20x16 £179	20x24 £235	30x24 £270	30x30 £340	40x30 £450	60x30 £680
1.						
2.						
3.						
4.						

COLOUR ORDERS

Photo ref Number	20x16 £179	20x24 £235	30x24 £270	30x30 £340	40x30 £450	60x30 £680
1.						
2.						
3.						
4.						

SECTION 9

(Brochure page 12)

Canvas mounted photographs - True Canvas Version

1. Canvas mounted photographs are photographs printed on to a canvas material so the canvas texture actually shows through the photograph. The canvas is then put on a stretcher in exactly the same way as one would stretch and oil painting. The resulting photograph can then be framed without glass.
2. Your photos **may** be available in both black & white and colour. See status box on page one.
3. This section is for the True Canvas version. You can order the Canvas Effect version in the next section; 9a.

BLACK AND WHITE ORDERS

Photo ref Number	20x16 £150.50	20x24 £175.25	30x24 £245	30x30 £273	40x30 £303	60x30 £425
1.						
2.						
3.						
4.						

COLOUR ORDERS

Photo ref Number	20x16 £150.50	20x24 £175.25	30x24 £245	30x30 £273	40x30 £303	60x30 £425
1.						
2.						
3.						
4.						

SECTION 9a

(Brochure page 12)

Canvas mounted photographs - Canvas Effect Version

1. Read section 9 above. In this section rather than printing the photograph onto canvas material we place a translucent “canvas effect” laminate on top of the photograph. It is thoroughly effective and some prefer it to the real thing.
2. Your photos **may** be available in both black & white and colour. See status box on page one.
3. This section is for the “Canvas Effect” version. You can order the True Canvas version above in section 9.

BLACK AND WHITE ORDERS

Photo ref No.	20x16 £124.30	20x24 £157.80	30x24 £189.90	30x30 £232.50	40x30 £275.50	60x30 £361
1.						
2.						
3.						
4.						

COLOUR ORDERS

Photo ref No.	20x16 £124.30	20x24 £157.80	30x24 £189.90	30x30 £232.50	40x30 £275.50	60x30 £361
1.						
2.						
3.						
4.						

SECTION 10

(Brochure page 13)

Montage prints

1. A montage is a selection of photographs arranged and printed on one sheet of paper. They are designed to be large and include as many photos as you like. See example and pricing structure in the brochure page 13.
2. If you are not certain exactly what you want, please give Richard a call to discuss it.
3. The important things to decide are firstly the size and secondly how many photos you want to include in your montage. Remember it is the number of photos included that decides the cost and NOT the overall size of the end product. The most usual sizes are 16x20" and 20x24". The usual amount of photos included are 5, 7, 9, 11, 13 or 15.
4. **Remember** your photos **may** be available in both black & white and colour. See status box on page one.
5. If you would like us to frame your montage for you, please tick the appropriate box below and then give us the frame order code from the lockets catalogue in the box provided in this section.

First Montage

If possible I would like this montage in - COLOUR BLACK & WHITE Tick appropriate box.

I would like this montage in the following format - LANDSCAPE PORTRAIT Tick appropriate box.

Enter the number of photos required in this Montage here _____

Tick size of montage required: 10x12" 16x12" 16x20" 24x20" 30x24" 36x24"

Do you wish us to frame this montage? YES / NO. If YES insert Lockett's frame order code _____

Enter your choice of photos, for this montage.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

Enter a few alternative photos for this montage, in case some of the above do not work.
3 or 4 should be enough.

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To order a second montage see next page

Second Montage

If possible I would like this montage in - COLOUR BLACK & WHITE Tick appropriate box.

I would like this montage in the following format - LANDSCAPE PORTRAIT Tick appropriate box.

Enter the number of photos required in this Montage here _____

Tick size of montage required: 10x12" 16x12" 16x20" 24x20" 30x24" 36x24"

Do you wish us to frame this montage? YES / NO. If YES insert Lockett's frame order code _____

Enter your choice of photos, for this montage.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

Enter a few alternative photos for this montage, in case some of the above do not work.
3 or 4 should be enough.

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SECTION 11

(Brochure page 13)

Cut-Outs

1. Very much a British habit encouraged by Eton and Harrow. Read page 13 of the brochure for full details.
2. This is a truly great present. It does not have to be one of our photos. Send in your own photos.
3. **Remember** your photos **may** be available in both black & white and colour. See status box on page one.
4. Please complete the box below with photo reference numbers of all the prints you would like made into to Cut-Outs.
5. Please read page 13 of the brochure for prices, sizes and information.

Insert Photo reference Number below	Insert Colour or Black white
1.	
2.	
3.	
4.	
5.	

