



Wedding Album Ordering Instructions

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It's now time to order your wedding album! Included with most packages is an album credit that can be applied to any of our albums. This first option is a traditional 10x10 matted album with 1 8x10 or 2 5x7 prints per page. You have the option to upgrade this album to a beautiful custom designed 10x10 coffee table album or a 12x12 Flush Mount Album. The coffee table album has all of the images printed directly on the page (like your proof booklet), and the pages are then bound like a book with a photo cover. The Flush Mount Album is printed much like the Coffee Table Album, but the pages are thick more like a traditional album. With this album you get a fine leather cover that can be upgraded to a beautiful suede cover. The Coffee Table & Flush Mount Albums **include up to 65 images** and have from one to three (or more) images per page. If you choose one of these two options, please select the prints you wish using the instructions below, the sizes and styles you list will be used as a guide.

Instructions:

Listed toward the bottom of the Wedding Album Options form is the print credit your wedding package includes. This credit is equal to one of our matted albums, but may be used towards any of the albums on the price list. In the matted album, you may substitute 1 8x10 for 2 5x7's if you wish, or 2 5x7's for 1 8x10. So, for example, if your album includes 8 8x10's and 16 5x7's you could actually order 4 8x10's and 24 5x7's.

The first thing to do is select the prints you would like included in your album. On the Image Selection form, indicate the print number, size, and style of each image to be included in your album. For coffee table or flush mount albums, the size will be used as a guide only. The style choices are color (C), black & white (BW), sepia (SP), selective color (SC) or Other. Sepia prints are brown toned prints, and selective color images are black and white but have sections in color (for instance the flowers.) This page is NOT for any loose prints that you or your family wish to order. Please place these orders on the "Enlargement/Reprint Order" form.

Wedding Album Options Form

1. Album Style and Color: Check the boxes to indicate your preference of album style and color (see the price list for album sizes and prices). The Premium Flushmount album has other options such as a beautiful two tone cover (one leather choice for the spine and another for the rest of the cover) or suede leather. Options for style and color are viewable online at: www.hayesweddingphoto.com/album.html

2. Wall Prints: If a wall print was purchased or included with your wedding package, the size will be indicated in the "Wall Prints" section. Please select the print number and the style you wish the photo to be printed in. This print is not framed, but is mounted on a hard backboard to facilitate framing. Your print will be sent to you with your album. Framing is optional, please see the price list for details.

3. Fill in the payment lines at the bottom, including the Album Base Price, Extra Album images (if you would like to include more images than come with your selected album), and the other option lines. Place the subtotal on the line Subtotal 1, then subtract the album Credit and put the new total on the line Subtotal 2. Calculate the sales tax (multiply the subtotal by .0675) and then list the total due.

Return the "Wedding Album Options" form, "Wedding Album Image Selection" form, the "Enlargement/Reprint Order" form, the proof book and any additional payments that are due. Returning the proof book is necessary so any fine color correction that is needed can be completed. You will receive the proof book back with your finished album.

Album production time is approximately 4 months, not guaranteed.

Sample Order:

(Style Key: C= Color BW= Black & White SP= Sepia SC= Selective Color Other= various effects as seen in proofs)

Print No.	Size	Style	Print No.	Size	Style
1. 119	<input checked="" type="checkbox"/> 8x10 <input type="checkbox"/> 5x7	<input checked="" type="checkbox"/> C <input type="checkbox"/> BW <input type="checkbox"/> SP <input type="checkbox"/> SC <input type="checkbox"/> Other	2. 119	<input type="checkbox"/> 8x10 <input checked="" type="checkbox"/> 5x7	<input type="checkbox"/> C <input type="checkbox"/> BW <input type="checkbox"/> SP <input type="checkbox"/> SC <input checked="" type="checkbox"/> Other Ttblue
3. 024	<input type="checkbox"/> 8x10 <input checked="" type="checkbox"/> 5x7	<input type="checkbox"/> C <input checked="" type="checkbox"/> BW <input type="checkbox"/> SP <input type="checkbox"/> SC <input type="checkbox"/> Other	4. 024	<input checked="" type="checkbox"/> 8x10 <input type="checkbox"/> 5x7	<input type="checkbox"/> C <input type="checkbox"/> BW <input type="checkbox"/> SP <input checked="" type="checkbox"/> SC <input type="checkbox"/> Other
5. 378	<input type="checkbox"/> 8x10 <input checked="" type="checkbox"/> 5x7	<input type="checkbox"/> C <input type="checkbox"/> BW <input type="checkbox"/> SP <input type="checkbox"/> SC <input checked="" type="checkbox"/> Other midsep	6. 378	<input type="checkbox"/> 8x10 <input checked="" type="checkbox"/> 5x7	<input checked="" type="checkbox"/> C <input type="checkbox"/> BW <input type="checkbox"/> SP <input type="checkbox"/> SC <input type="checkbox"/> Other

Thank You

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