

# Steps to Order & Submit Photos

**\*\*REMINDER:** Prior to ordering, please make sure you have 3-5 photos ready to submit **AFTER** your order is placed.

## To ORDER:

- Go to ORDER page.
- Select your product, correct size/price.
- Place your order.

## PHOTO SUBMITTAL:

1 Once Order is placed, you will receive an EMAIL

## PHOTO REVIEW & APPROVAL:

- Photos are reviewed every Sunday.
- Once reviewed, you will receive an email from me and we will discuss the best photo option that will ultimately be the 1 photo that the portrait will be rendered from.

## LEAD TIME:

- Once a photo is approved, you will be quoted a LEAD TIME.
- Typically 4-5 months
- *Holidays and Summer months could have extended lead times.*

## COMPLETION & SHIPPING:

- I will email along the way if I have any questions.
- Prior to shipping, I will confirm the shipping address as well as confirm that you will be home to receive the package.
- You will receive a shipping confirmation email with tracking info.

## HOLIDAY ORDERS/SPECIAL DATES:

- Purchases must be made **NO LATER** than AUG 1st. for guaranteed Holiday completion.
- Rush orders accepted no later than Oct. 15th: **\*\*Limited availability.**
- For special events (Anniversary, Mothers/Fathers day) 4-5 month lead time applies. If a Rush ORDER is required, it can be done no later that 2 months prior to specified date.
- RUSH FEE: \$150 Per Portrait -or- \$150 Per Subject in Multi-Sub Portraits.

2

Click PHOTO SUBMITTAL FORM

3

Fill out all require fields, upload photos and hit 'Submit'.

