



*Imagine Photography*

### Step 1 – Portrait Session Indoor & Outdoor

- ✓ Senior Portrait Session Fee - \$60 due at the time of your session
- ✓ Session fee covers 2.5 hours
- ✓ Complete Senior Portrait Session Form (bring to session completed)
- ✓ 30 – 50 shots taken
- ✓ Parent or other designee must be present to assist with wardrobe changes, make up, hair etc...

### Step 2 – Viewing your Proofs Online & Ordering your Proof Book

- ▶ **View Portraits Online** in approximately 2 weeks after your portrait session
- ▶ **Full payment is due when ordering your Senior Proof Book**
- ▶ **Personalized Hard Cover**

Available in 3 paper types heavy weight cover stock, metallic, and linen  
Metallic – spectacular sheen

Linen – elegant embossed finish that resembles finely woven cloth

- ✓ 8.5x11 - \$115
- ✓ 11x8.5 - \$115
- ✓ 10x10 - \$115

### Step 3 – Ordering your Package

- ✓ Complete Senior Portrait Order Form (make a copy for yourself)
- ✓ There are no substitutions for sizes allowed within our packages
- ✓ 70% Due at the time of placing your order
- ✓ 30% Remaining Balance due when you pick up your completed order
- ✓ **Final balance payable by cash and/or money order ONLY (no checks)**
- ✓ All orders are entered into production 24 hours following order placement, you have **ONLY 24 hours to submit changes/cancellations**
- ✓ Package orders take 7 to 10 business days to be processed
- ✓ 6% MI Sales Tax will be added to all package orders
- ✓ Please ask any questions that you may have prior to ordering

**NO REFUNDS.** It is our goal for you to be 100% satisfied. After viewing your online proofs it is your obligation to inform us if you are unhappy with some of your proofs, we will gladly retake 5 shots in one outfit.

*Escalate The Possibilities™*

[www.emaginephotography.com](http://www.emaginephotography.com)

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