



RICHARD GREENLY PHOTOGRAPHY Ltd

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www.richardgreenlyphoto.co.uk

www.locketts.co.uk

PHOTOGRAPH ORDER FORM – 2013

This order form to be used for all **Studio** and **At Home** **Sittings**.

YOUR JOB NUMBER IS _____
FROM THESE CONTACT SHEETS YOU MAY ORDER
Both BW & Colour Photographs

- Find your product on our website, then go to the appropriate section of this form. See index below.
- This form is to be used by USA and UK clients for all At Home and Studio sittings.
- If in difficulties, pick up the phone, dial **01488 685 256** and shout help!
- Please read **important notes** on page 2.
- If you would like a quote before we process your order, please tick this box.

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- Section 1.** - Standard enlargements 6x4", 7x5", 8x6", 10x8" and 10x12 inches, mounted or un-mounted.
- Section 2.** - **Discounted** 6x4, 7x5 and 8x6 inch photographs in packs of 6, 9, 12. Mounted or un-mounted.
- Section 3.** - Large to very large wall hanging enlargements. Mounted or un-mounted.
- Section 4.** - Other products, Canvas prints, Chunkie, Cut Outs, Large Laminates, Silhouettes, Contacts, Mug shots.
- Section 5.** - Montage Prints
- Section 6.** - Frame ordering section, using Lockett's catalogue or visit www.locketts.co.uk.

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, **A234/14** is made up as follows: A234 is the job number and the 14 is the photo number. Please put your job number into the box on page one then all you have to use when ordering is the photo number.
3. Please note that all standard sized prints, 6x4", 7x5", 8x6", 10x8" and 10x12" are supplied mounted unless otherwise requested in section 1.

6x4" mounted photo measures 6x8"
7x5" mounted photo measures 7x9"
8x6" mounted photo measures 10x8"

9x6" mounted photo measures 11x 8"
10x8" mounted photo measures 12 x 10"
10x12" mounted photo measures 12 x14"

4. To frame photographs, look in the Lockett's catalogue and then go to section 6 of this form.
5. All prices quoted in this form include 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 have special instructions or wish to order something not available on this form, please use a separate piece of paper.
8. If a contact sheet was requested, it remains your property. Further copies will be charged for.
9. Please allow up to 4 weeks for delivery. If you are in a mad rush, let us know and we will bring it forward for you.
10. Please note that from time to time we will use our images for advertising purposes both in our brochures and on our website. If you do not wish us to use the images we took for you, please call 01488 685256 and let us know.
11. **MANIPULATION OF PHOTOGRAPHS (Re-Touching to you and I.)** At this stage **NO** re-touching has been done. When you order photographs, small blemishes and minor spots will be re-touched free of charge. Should you require further work done on a photograph please ask. If it is a relatively simple and quick operation or something caused by our stupidity when taking the photograph, we will of course do it free of charge. This re-touching is however very time consuming and there is a habit at the moment to ask for complete hair re-styling and totally new complexions!! We certainly have the technology but this type of work is charged out at £60.00 per hour plus VAT.
12. Please send this form to: ***-Richard Greenly Photography Ltd, West House, Charnham Lane, Hungerford, Berkshire, RG17 OEY. United Kingdom.***
13. We maintain the right to change the prices and exchange rates within this form without further notice.

SECTION 1

Standard sized enlargements.

Un-Mounted Prices 6 x 4 inches = £14.70 : 7x5 inches = £22.45 : 8x6 inches = £23.45 : 9 x 6 inches = £24.45 : 10x8 inches = £25.50: 10x12 inches = £34.50
Mounted Prices 6 x 4 inches = £17.20 : 7x5 inches = £24.95 : 8x6 inches = £25.95 : 9 x 6 inches = £26.95 : 10x8 inches = £28.00 : 10x12 inches = £34.50

1. To frame a photograph ordered below, see the Lockett's catalogue enclosed and then complete section 6 of this form.

Photo Ref Number	Size (inches) <small>See above</small>	Quantity required	Colour Black/White Or Sepia	Mounted Or Un-mounted	Photo Ref Number	Size (inches) <small>See above</small>	Quantity required	Colour Or Black/White	Mounted Or Un-mounted
<i>Example</i> A123/14	7x5	4	Col	UM	<i>Example</i> A123/78	10x8	1	Sepia	M
1.					14.				
2.					15.				
3.					16.				
4.					17.				
5.					18.				
6.					19.				
7.					20.				
8.					21.				
9.					22.				
10.					23.				
11.					24.				
12.					25.				
13.					26.				

SECTION 2

Discounted Offer on Un-Mounted packs of six reprints.

6x4 **duplicate** packs – of 6 = £70.56 of 9 = £105.85 of 12 = £141.12 6x4 **mixed** packs - of 6 = £77.60 of 9 = £116.46 of 12 = £155.30
 7x5 **duplicate** packs – of 6 = 107.75 of 9 = £161.64 of 12 = £215.50 7x5 **mixed** packs - of 6 = £118.50 of 9 = £177.80 of 12 = £237.00
 8x6 **duplicate** packs – of 6 = £112.55 of 9 = £163.35 of 12 = £225.10 8x6 **mixed** packs - of 6 = £123.80 of 9 = £185.70 of 12 = £247.60

1. You may mix colour and black & white and different photos in mixed packs only.
2. To frame a photograph ordered below, see the Lockett's catalogue enclosed and then complete section 6 of this form.
3. Insert **C** for Colour and **BW** for Black and white or **S** for sepia. See example.

DON'T FORGET TO INDICATE SIZE OF PHOTO FOR EACH PACK- delete size as appropriate below.

		Delete as appropriate			Delete as appropriate			Delete as appropriate			Delete as appropriate		
		6x4"	7x5"	8x6"	6x4"	7x5"	8x6"	6x4"	7x5"	8x6"	6x4"	7x5"	8x6"
Example Duplicate Pack	Example Mixed Pack	Pack 1 6 Pack	Pack 1 9 or 12 Pack	Pack 2 6 Pack	Pack 2 9 or 12 Pack	Pack 3 9 or 12 Pack	Pack 3 9 or 12 Pack	Pack 4 6 Pack	Pack 4 9 or 12 Pack	Pack 4 6 Pack	Pack 4 9 or 12 Pack	Pack 4 6 Pack	Pack 4 9 or 12 Pack
B6 c	A1 c												
B6 c	B3 c												
B6 c	C7 bw												
B6 c	C8 bw		9 to this line		9 to this line		9 to this line		9 to this line		9 to this line		9 to this line
B6 c	F1 s												
B6 c	F4 bw												
		6 to this line	12 to this line	6 to this line	12 to this line	6 to this line	12 to this line	6 to this line	12 to this line	6 to this line	12 to this line	6 to this line	12 to this line

Discounted offer on Mounted packs of six reprints.

6x4 duplicate packs - of 6 = £85.55 of 9 = £128.35 of 12 = £171.12 6x4 mixed packs - of 6 = £92.60 of 9 = £138.95 of 12 = £185.30
 7x5 duplicate packs - of 6 = £122.75 of 9 = £184.15 of 12 = £245.50 7x5 mixed packs - of 6 = £133.50 of 9 = £200.30 of 12 = £267.00
 8x6 duplicate packs - of 6 = £127.55 of 9 = £185.85 of 12 = £225.10 8x6 mixed packs - of 6 = £138.80 of 9 = £208.20 of 12 = £277.60

- 1 You may mix colour and black & white and different photos in mixed packs only.
- 2 To frame a photograph ordered below, see the Lockett's catalogue enclosed and then complete section 6 of this form.
- 3 Insert C for Colour and **BW** for Black and white. See example.

DON'T FORGET TO INDICATE SIZE OF PHOTO FOR EACH PACK – Delete as appropriate below

Example Duplicate Pack	Example Mixed Pack	Delete as appropriate			Delete as appropriate			Delete as appropriate			Delete as appropriate		
		6x4"	7x5"	8x6"	6x4"	7x5"	8x6"	6x4"	7x5"	8x6"	6x4"	7x5"	8x6"
		Pack 1 6 Pack	Pack 1 9 or 12 Pack		Pack 2 6 Pack	Pack 2 9 or 12 Pack		Pack 3 9 or 12 Pack	Pack 3 9 or 12 Pack		Pack 4 6 Pack	Pack 4 9 or 12 Pack	
B6 c	A1 c												
B6 c	B3 c												
B6 c	C7 bw												
B6 c	C8 bw		9 to this line			9 to this line			9 to this line				9 to this line
B6 c	F1 s												
B6 c	F4 bw												
		6 to this line	12 to this line		6 to this line	12 to this line		6 to this line	12 to this line		6 to this line	12 to this line	

SECTION 3

Large and very large reprints

Un-mounted prices - 16x12 inches= £49.50 : 20x16 inches=£69.50 : 20x24 inches=£84.50 : 30x24 inches=£128.50
Mounted prices- 16x12 inches= £56.00 : 20x16 inches=£80.00 : 20x24 inches=£95.00 : 30x24 inches=£139.00

1. In this section you can order large photographs for wall hanging. These photographs can be supplied mounted or un-mounted.
2. For framing, choose a frame type from our Lockett's catalogue or website and fill in section 6 of this form.
3. If you would like a canvas finish or canvas effect finish, please order in section 4.

Photo Ref Number	Size (inches) See above	Quantity required	Colour Black/White or Sepia	Mounted or Un-mounted	Photo Ref Number	Size (inches) See above	Quantity required	Colour or Black/White	Mounted or Un-mounted
<i>Example</i> F234/34	16x12	1	BW	M	<i>Example</i> F234/34	20x24	2	Col	UM
1.					6.				
2.					7.				
3.					8.				
4.					9.				
5.					10.				

SECTION 4

All Other Products

1. This section covers the following products which can all be found on our website at www.richardgreenlyphoto.co.uk
Large Laminates, Chunkie's, Canvas prints, Canvas effect prints, Cut Outs, Clean Contact sheets, Mug shots & Silhouettes.

Photograph Ref No. Or Sheet ref letter if ordering contact sheets	Product Description	Colour or B/W	Size Inches (if applicable)	Quantity of Photos, Packs or Sheets.	Mount or Un-mounted (if applicable)	Finish (If applicable) i.e. canvas or lamine, etc
D/4	Canvas Mounted Print	C	20x24"	2		Canvas Effect

Remarks/Requests/Explanations.....

SECTION 5 Montage prints

- The important things to decide are the size and how many photos you want to include in your montage. It is the number of photos included that decides the cost and not the overall size. The most usual sizes are 16x20" and 20x24". The usual amount of photographs included in a montage is 5, 7, 9, 11, 13 or 15. Odd numbers please.
- If you would like us to frame your montage, 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. If not sure give us a call.

I would like this montage in - **COLOUR** **BLACK & WHITE** **SEPIA** (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.

1	2	3	4	5	6

SECTION 6

Frame ordering section, in conjunction with the Lockett's catalogue

1. In this section you can order **frames** for the photographs you have ordered in previous sections of this order form.
2. The mention of photo reference numbers in this section purely shows us which photo you would like in which frame. IT IS NOT AN ORDER FOR PHOTOGRAPHS. All the photographs you would like framed, must be ordered in a previous section of this order form.
3. When ordering frames (FROM US) supplied **with** mounts, please order them the same size as the photograph.
4. When ordering frames supplied **without** mounts, please order them using the outside measurement of the item you would like framed. This could be either a mounted or un-mounted photo.

6x4" mounted photo measures 6x8"	9x6" mounted photo measures 11x8"
7x5" mounted photo measures 7x9"	10x8" mounted photo measures 12x10"
8x6" mounted photo measures 10x8"	10x12" mounted photo measures 12 x14"
5. All frames are designed to stand, unless you state otherwise in column 3 below.

1	2	3	4	5											
Frame Order Number	Colour and Frame Type	Hang = H Stand = S	No Mount = UM	Put <u>photo</u> reference number in the appropriate frame below: -											
				Single Frame	Double Frame		Treble Frame			Quad Frame					
N454	Thick Maple	H										34	87	56	21

Special Framing Requests:.....

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