



say cheese

School Photo Day is
Year 10, 11 & 12 - 15th February
Year 7, 8 & 9 - 19th February

Have your child's school memories captured forever

Please take time to read the relevant information on the MSP Photography order envelopes and remember these helpful points:



- Ensure your order is placed by photo day to avoid any late fees.
- Ordering online using your child's Unique Shoot Key is the easiest, safest and most secure way to order. If you do not know their Unique Shoot Key, please call our office on the number below.
- If enclosing payment inside an envelope, please ensure the correct money is provided as no change is given. Cash, cheques and money orders are accepted.
- Don't seal envelopes inside each other. You can pay for all children in one envelope, however each child needs to have their own envelope on photo day. Please indicate on the child's envelope that contains all sibling payments the names of the children you are paying for.

For any enquiries, please feel free to contact us on:

e admin.gcnr@msp.com.au

p 07 5668 9110

f 07 5520 2900

General Information



e admin.gcnr@msp.com.au

p 07 5520 2999

f 07 5520 2900

Suite 216, Locked Bag 1

ROBINA TC QLD 4230

Payments:

- Parents can pay for all of their children's orders in one envelope. Please write all the children's names on the one envelope that contains the payment. However each child requires their own envelope on photo day to ensure their order is placed and processed (even if the payment is in a sibling's envelope).
- Payments can be made by cash, cheque, credit card or money orders only. The correct amount needs to be put into the envelopes, as the photographers **do not carry change**. All credit card orders **MUST** be placed online using that child's Unique Shoot Key. Unique Shoot Keys cannot be shared between students.
- Orders placed after photo day will incur a \$20 search fee. Please advise parents to call us to organise any late payments. Late orders are not processed until payment is received.

Envelopes:

- Spare order envelopes are provided for the school office. These can be handed out upon request to any new students, or anyone that has misplaced the original.

Products:

- The products on the envelopes are the only packages that we have available. Unfortunately the packages cannot be altered in any way.
- Photographs are delivered approximately 4 weeks after the school has completed and sent back all proofs to our office and all queries have been addressed.

Split Family Orders:

- Parents can place multiple orders for children by either:
 - Placing all the orders in the one envelope. The photos will be returned to the student together.
 - Handing in multiple order envelopes (the second parent can collect a spare one from the school office and complete it as usual). If this is the chosen method, each parent will need to tick either 'Mother' or 'Father' at the top of their photo day envelope so we can return the packs with the correct labelling.

Please feel free to pass on our contact details to parents, as we are more than happy to help with any queries that they may have.