



Fill out form completely

Fold form on dashed lines with info on the outside as shown

Enclose check, cash, money order or complete credit debit card form

# Studio TEN Elementary School Portrait Order Form

Use this form for Elementary School students only. If you need a High/Middle School Portrait Order Form please send an email to schools@studioten.com to obtain the proper form for your HS or MS student.

PLEASE DO NOT ENCLOSE THIS FORM INSIDE ANOTHER ENVELOPE. PLEASE FOLD AS SHOWN TO THE LEFT WITH INFO ON THE OUTSIDE AND STAPLE OR TAPE THE ENDS. Thanks for your help!

## It's Easy to Use This Form

- Review and choose items (pages 2)
- Print Page 1 (this page)
- Fill out form and fold on dashed lines
- Enclose payment and tape or staple
- Be sure to use a separate form with separate payment for each student.



Then staple or tape ends to secure

*Thank you very much for your business!*

FOLD HERE

FOLD HERE

## School Portrait Package - Picture Day Order Envelope

Complete this envelope and enclose payment to order pictures. All orders must be placed on Picture Day



5879 Steubenville Pike  
Route 60 Robinson Twp  
McKees Rocks PA 15136

412-788-1040  
www.studioten.com  
info@studioten.com

PLEASE PRINT STUDENT INFORMATION CLEARLY

<input type="text"/>					<input type="text"/>					
FIRST NAME					LAST NAME					
<input type="text"/>							<input type="text"/>	<input type="text"/>	<input type="text"/>	
SCHOOL							GRADE	HOMEROOM		
<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	-	<input type="text"/> <input type="text"/>	<input type="text"/>						
PHONE NUMBER			REQUIRED FOR CHECK OR CARD ORDERS							
STUDENT ID #										

PLEASE CIRCLE ONE BACKGROUND COLOR PER STUDENT

BLUE      RED      GREEN  
GRAY      PINK      YELLOW  
TEAL      AMBER      PURPLE

Pick your favorite color free with any package. Want to see the background colors? Go to [www.studioten.com](http://www.studioten.com)

### ORDER PORTRAITS HERE

ITEM	QUANTITY	TOTAL
Total Enclosed \$		<input type="text"/>

### PLEASE REMEMBER:

- Print all information clearly
- Payment must be made on picture day. Completed form must be presented to photographers when picture is taken.
- Use a separate envelope with separate payment for each student. Please do not place orders or payment for more than one student in this envelope.
- Circle your desired background color.
- Paying cash? Enclose exact amount. Our photographers do not carry change.
- We cannot accept post-dated checks.
- Portraits will be delivered to school approximately 4 weeks after picture day.
- Thank you very much for your business!

Enclose cash, check or credit info. Make checks payable to Studio TEN. Returned checks subject to \$30 fee.

FOLD HERE

FOLD HERE

<b>PAYING BY CREDIT or DEBIT?</b>					PLEASE PRINT CLEARLY & COMPLETE ALL INFORMATION			
<b>FILL OUT, FOLD UNDER, SEAL</b>		<input type="text"/>						
PLEASE COMPLETE ALL SECURITY INFO		CCV CODE		Amount \$ _____			Exp MM/YY <input type="text"/>	
BILLING ADDRESS	HOUSE NUMBER	ZIP CODE		NAME _____				
	<input type="text"/>	<input type="text"/>		I agree to pay according to the cardholder agreement				

No Printer? No problem. Just use a regular envelope or piece of paper, fill out your student information, let us know what you want, and enclose your payment. We'll figure it out. Make sure to include your phone number and make sure to list your student's name and desired background color on the outside of the envelope.

In the interest of the security of all students, Studio TEN only accepts package orders from our schools, to be delivered to the school. We do not sell student images online.

# Elementary School Portrait Package Order Form

## Studio TEN Portrait Packages

<b>A</b> 3-8x10 2-5x7 2-3½x5 12-Wallet 16-Exchange Class Photo <b>\$43</b>	<b>B</b> 2-8x10 2-5x7 2-3½x5 8-Wallet 8-Exchange Class Photo <b>\$39</b>	<b>C</b> 2-8x10 1-5x7 2-3½x5 4-Wallet 8-Exchange Class Photo <b>\$36</b>
<b>D</b> 1-8x10 1-5x7 2-3½x5 4-Wallet 8-Exchange Class Photo <b>\$32</b>	<b>E</b> 3-5x7 2-3½x5 4-Wallet 8-Exchange Class Photo <b>\$29</b>	<b>F</b> 2-5x7 1-3½x5 2-Wallet 8-Exchange Class Photo <b>\$23</b>
<b>G</b> 1-5x7 2-3½x5 4-Wallet 8-Exchange Class Photo <b>\$22</b>	<b>H</b> 1-3½x5 2-Wallet 8-Exchange Class Photo <b>\$20</b>	<b>N</b> 1-3½x5 2-Wallet 8-Exchange <b>\$17</b>

## Portrait Package Add-On Items

Our Add-On Items are only available with a Package Purchase					
1-8x10 Portrait <b>J</b> \$11	2-5x7 Portrait <b>K</b> \$11	4-3½x5 Portrait <b>L</b> \$10	8 Wallet <b>W</b> \$10	16 Exchange <b>X</b> \$10	<b>S</b> \$6 Smooth Touch Smooths facial area & Softens blemishes on all of your Portraits!
<b>Z</b> NEW ITEM! \$10 <del>\$12</del> Style Pak Wallets - Total of 9 wallet photos!		3 - Color Splash 3 - Black & White 3 - Sepia Tone	Sizes: Wallet = 2½" x 3½" Exchange = 1¾" x 2½" Style Wallet = 2⅓" x 3⅓"		

**Want to create your own custom-designed package?**  
 Choose one Add-On item without a package for \$19  
 Choose two Add-On items without a package for \$30

**Portraits Make Perfect Gifts!**  
 Don't forget to order additional portraits for friends and family

- Outstanding Quality**
- Priceless Memories**
- 9 Background Colors**
- Very Affordable**



### Supports Local Economy!

We are a locally owned and operated business. All of your portraits are made by our staff at Studio TEN's state-of-the-art production facility in Robinson Twp.

### Our Commitment to you

We strive to maintain the highest quality standards. Your satisfaction is our main goal. If by chance our work does not please you, we will refund your money.

### It's Easy to Order! Use envelope at bottom:

- Choose your Packages and Add-On Items
- Circle your Background Color
- Fill out all info on envelope clearly
- Detach envelope and enclose payment
- Enclose exact amount cash, credit/debit form, or check payable to Studio TEN
- Present completed envelope to photographer when you have your portrait made
- Your finished Studio TEN portrait package will be delivered to the school in 4 weeks

Please **do not** enclose payment for another student in this envelope. Use an envelope with separate payment for each student.

Please **do not** pay with a post-dated check.

Please enclose exact amount of your order. Our photographers do not carry change.

*Thank you! We truly appreciate your business!*