

Sullivans

Dear _____,

You have scheduled your senior portrait appointment for _____.

The appointment you have scheduled is an Indoor Session. Your Indoor Sitting Fee is \$30. With this Indoor Session you are allowed two clothing options with any two indoor sets. This also includes a tux or drape option.

With all the advancements in technology, we have said goodbye to printed previews. Instead, we are able to offer a faster way of viewing your images and ordering your photographs through our on-line ordering system. With the on-line system you will be able to view your images in approximately two working days. Images will be left on-line for two weeks only and can be password protected for your privacy. With the on-line system you and your family members will be able to access your images and place your order from the comfort of home. If you do not have access to a computer and the internet, you will be able to use our studio computer facility while these images are online.

ALL SITTING FEES MUST BE PAID AT THE TIME OF YOUR APPOINTMENT!

It is very important that you be prompt for your appointment. You may wish to arrive about 15 minutes prior to your appointment time to look over some of the photographic samples and decide which types of photographs you wish to have taken and choose your backgrounds. If you are going to be unable to be at this appointment sitting we would appreciate an advance notice as soon as possible so that we may schedule someone else in your place. Please try to be here. If you wish to change the type of appointment you have scheduled you must give a 48 hour notice. You will be responsible for payment of the type sitting you have scheduled.

If a student wishes to have a bathing suit photograph taken or the young men wish to have a photograph made without a shirt, the following permission slip must be signed by a parent.

Parent's Signature _____ Phone# _____

If you have any questions regarding your appointment we will be happy to answer them for you. We look forward to photographing you for your Senior Portraits!

Sincerely Yours,
Sullivans
Sullivans Staff
256/796-7146

Map on Reverse Side