

# Sullivan's

We would like to take this opportunity to thank you for selecting Sullivan Photography as your Portrait Studio. As this is a very important event in your life, we want to make sure that it is enjoyable and pleasant. We would like to send this informational permission letter to you so that you will know what to expect in the next few weeks regarding your portraits. This letter will need to be filled out and signed by a parent/guardian of at least 19 years of age and brought with you to your appointment. No photographs will be uploaded without a signed permission form.

With all the advancements in computer and photographic technology, we are now able to bring you a faster way of viewing your images and ordering your photographs. Instead of waiting 2 weeks for traditional printed previews, your images will be posted and made ready to view in approximately 2 working days on our Online Ordering System. With the Online Ordering System, you and your family members will be able to access your images and place your orders from the comfort of home. Images will be left online for 2 weeks for ordering and can be password protected for privacy. It is important that you place all orders within the 2 week period as your images will be removed at the end of the 2 weeks. You can place your orders online, via telephone, or you may come to the studio. If you cannot place your order within the 2 weeks that your images are posted online, you will need to write down the numbers and a brief description of the photographs you are going to order; otherwise, there will be a \$25 reposting charge to have the images put back on the online system. Our studio computer facility will be available for those who do not have access to a computer and/or the internet while these images are online.

If you prefer to view previews to do your ordering instead of viewing your images through our Online Ordering System, you can pre-purchase them with a credit/debit card or check at the time of your session. All images must be purchased at the rate of \$4 each with the pre-purchased preview option. Because you will not be viewing your images before purchasing, a limit will be set as to how many images are taken and there will be no refunds on pre-purchased previews. You may also order previews individually from the Online Ordering System if you wish. Preview prices are as follows: 1-16 \$10 each, 17 or more \$5 each. If all previews are purchased they are \$4 each.

In signing this form you are authorizing Sullivan Photography to use or publish your images for the use of viewing and ordering on the Online Ordering System, as well as, publicity, illustration, commercial art, yearbook and in advertising of Sullivan Photography. Also, you are acknowledging that you understand fully that your images belong to Sullivan Photography. By signing this permission form you understand that all rights for reproduction of these copyrighted images/photographs belong to Sullivan Photography and may not in any way be reproduced, scanned, downloaded, or copied. If this copyright law is violated by you or anyone on your behalf, you totally agree to pay all penalties and court costs resulting from said violation.

Client Name \_\_\_\_\_ Date \_\_\_\_\_

I am at least 19 years old \_\_\_\_\_ (If you are not a parent/guardian must sign and fill in the blanks below.)

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_ Telephone Number \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_