

Customer ID: _____

Order Confirmation Date: _____



Photobook Order Form

Let's begin creating your treasure ...



Customer Name:		Today's date (DD/MM/YY):	
Mailing Address:		Email:	
Telephone Number:		Do you have a WhatsApp Account? Yes/No	
What is the best way/time to contact you?		How did you learn about us?	
What is the focus of your photobook? * ___ Event: _____ ___ Specific Timeframe: _____ ___ Relationship: _____ ___ Information: _____ ___ Other: _____		How many photos do you have for inclusion in your photobook? What size of photobook would you like? ___ 8 X 8 ___ 11 X 9 ___ 12 X 12 ___ 11 X 14 ___ lay-flat (if 8 X 8 or 12 X 12)	
Is there a particular style you would like your photobook to have? Please mark an "x" next to your choice. ___ retro ___ elegant ___ pastels ___ bold ___ whimsical ___ vintage ___ modern ___ mixed ___ other: _____			
Would you like your photobook to have a table of contents page? Yes/No		Would you like your photobook to have page numbers? Yes/No	
Would you like your photobook to include text content? Please mark an "x" next to your choice(s) if your response is "yes". Yes/No ___ dates ___ location ___ quote(s) ___ narrative(s) ___ lyrics ___ poem(s) ___ speech(es) ___ prayer(s) ___ letter(s) ___ mix ___ other: _____			
Is there specific content you would like included? Yes/No If yes, please describe:		Is there anything specific you would like included in your photobook (i.e. logo, crest, document, etc.)? Yes/No If yes, please describe:	
Please provide the shipping address if the photobook is a gift and you would like it shipped directly to the recipient.		Date photobook is required (DD/MM/YY):	

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Please provide any other additional information you would like us to have.

* Examples of a photobook focus:

- *Events* –
 - Religious Occasion
 - Wedding
 - Celebration – birthday, anniversary, graduation, reunion, holiday
- *Specific Timeframe* –
 - Baby's 1st Year
 - Child's First 5 Years
 - School Years
 - Child's journey in a specific sport / activity
 - Annual Vacation
 - Annual Family Memories Photobook (covers a calendar year)
 - Building a business
 - Building/renovating a house
- *Relationships* –
 - Siblings / Parent-Child / Grandchild-Grandparents
 - Best Friends
 - A Couple's Journey in Love
 - In Memoriam (remembering someone who has passed on)
- *Information* –
 - Cookbook
 - Family Traditions
 - Portfolio (i.e. designs, photography, etc.)

Once we have reviewed your completed order form, we will either contact you for additional details (if required) or send you a cost estimate for your approval (typically within 24 hours). Upon receipt of your approval, partial payment is required via Interac e-transfer in order to commence work (60% if your photobook is expected to be less than 80 pages, with the balance due after your approval of the draft photobook; 75% if your photobook is expected to be 80 pages or more, with the balance due after your approval of the draft photobook). An invoice will be sent to you upon receipt of each payment.

Your satisfaction is guaranteed. If you are not satisfied, we will amend your photobook to ensure your satisfaction, or we will issue you a refund. Please feel free to email us at any time regarding your project.

For office use only.

Payment Type	Amount	Date Received
Deposit		
Balance		
Client Review	Date Sent to Client	Date Approval Received
Round 1		
Round 2		
Date Photobook Sent for Printing		
Date Client Confirmed Receipt of Photobook		
NOTES:		