

How To Place An Order

The following steps apply to purchasing

1. Portrait, bump2baby and boudoir clients

You will have received a set of contact sheets and a numbered dvd proofs slideshow of your photos in the post along with a pricelist. Please make a note of the file name(s) of the image(s) you want to order and then include this information in the order form below, setting out the type of product you are ordering (print, canvas or acrylic), the size of the finished product and how many copies you are ordering. If you are ordering prints, please specify the finish you require – either gloss or matt.

Then include the total price for that product you are ordering. When you have listed the products you want to order, please add the postage and packing cost (if you are just ordering canvas or acrylic products, this is included in the price) and then total everything up.

Please ensure that you include your name and full postal address (and email address if you have one). If you have any special notes or requirements, add those in the relevant box where indicated – for example if you want your order delivered to an alternative address.

Finally, send the form together with your payment to the address at the top of this page.

2. What size do you recommend for my photo?

This really depends on how you want to display your photo. Generally speaking print sizes up to 10 x 8 inches are classed as desk photos which are suitable for small frames that sit on a sideboard, shelf or desk and are ideal for family presents. To show off your photos (and why wouldn't you!), canvas or acrylic wall portraits are a popular choice. These products enable you to display your photo in a modern, stylish way that is bound to attract attention and comments from visitors to your home. I offer a range of products to suit every taste and price bracket.

3. How do I pay for my order?

Due to the one off nature of your products, full payment is required in advance before an order can be placed. Payment can be made by cheque

(payable to John Wood) or in cash. Please do not send cash in the post unless using a secure, trackable service.

4. How will I receive my order?

Depending on size, your prints will be supplied in secure cardboard tubes or boxes and delivered by Royal Mail. If you have a small letterbox and/or nowhere safe for the prints to be left by the postal service, you should consider having them delivered to a different address – just add the alternative address for delivery in the '*Notes / special requests*' section of the order form.

Canvas and Acrylic products are only delivered by courier in strong, cardboard freight packaging and will need to be signed for on receipt. Please ensure you include an address where they can be signed for in the '*Notes / special requests*' section of the order form.

5. How long will it take to receive my order?

If you are ordering prints, turnaround time is usually around ten working days.

Canvas and acrylic products take a little longer due to the more specialist nature of their production but you should expect to receive these orders in around two to three weeks.

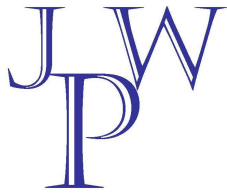
Photobooks usually take a few weeks to come through, though if your order is urgent, there is an option to request express courier delivery for an extra cost – please let me know if you require express delivery and I will let you know the additional cost.

Of course, if I hear about any possible delays to your order, I will keep you informed as it progresses.

If you have a specific deadline for your needs, please let me know at the earliest opportunity and certainly before you place your order with me.

6. Returns / refunds

As all products are made to order, refunds or returns are not possible. In the unlikely event that goods are found to be damaged on receipt, please ensure that you state "*damaged*" when you sign for the order with the courier and then contact me within 2 days of delivery, keeping all the packaging. I will arrange collection and then replacement of the product to the same specification at no cost to you. Please ensure that you carefully inspect all goods for any signs of damage before use and notify me accordingly.



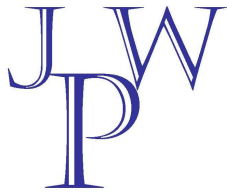
John Wood Photography
 69 Leavesden Road
 WATFORD,
 Hertfordshire
 WD24 5ES
 United Kingdom

Date: 01/01/2009

Image title / file name	Product type (Print / Canvas / Acrylic)	Product size (in inches)	Print Paper finish (Gloss or Matt)	Price	Quantity	Total
JWP_001	Canvas	20 x 16	-	£130	1	£130
JWP_023	Print	A3	Matt	£45	2	£90
Postage and Packing (included for canvas and acrylic orders only):						£3.50
Total:						£223.50

Your name, postal address and phone no: Payment method (please tick below): Notes / special requests (eg alternate delivery address):

Mr Joe Bloggs 123 Any Street ANYTOWN AN2 3TN Telephone: 01923 123456 Email address: joe@bloggsfamily.com		Cash – please do not send in the post	Please leave with neighbour at no 121 if we are not in.
	X	Cheque – UK only (made payable to John Wood)	



John Wood Photography
 69 Leavesden Road
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Date:

Image title / file name	Product type (Print / Canvas / Acrylic)	Product size (in inches)	Print Paper finish (Gloss or Matt)	Price	Quantity	Total
Postage and Packing (included for canvas and acrylic orders only):						
Total:						

Your name, postal address and phone no:

Payment method (please tick below):

Notes / special requests (eg alternate delivery address):

Email address:	<input type="checkbox"/>	Cash – please do not send in the post	
	<input type="checkbox"/>	Cheque – UK only (made payable to John Wood)	