

## Contact Information

Contact Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City

State

Post Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

## Order Details

Product Description: \_\_\_\_\_

No. of products: \_\_\_\_\_

No. of photos:: \_\_\_\_\_

Photography Brief: \_\_\_\_\_

☐ Leave it to the photographer

\_\_\_\_\_  
(please attach a product list and, if there is, any further instructions and reference materials)

## Payment Methods

Payment Via: ☐ Direct Deposit – we will issue an invoice with our bank account details.

full payment required prior delivery of the final images, please allow 2-4 days for processing

☐ Credit Card (Visa, MC only)

Card Type: ☐ Visa ☐ Master Card

Card Number: \_\_\_\_\_

Expiry Date: \_\_\_\_\_

Card Holder Name: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Post Code: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Product Return

☐ I will arrange to collect (within 7 days of completion of project)

☐ Please arrange return and bill me for the delivery cost

☐ I do not require products to be returned, please dispose

# Order Process

## 1. Quote

Contact us for a quote

## 2. Ordering

Complete the order form, attached any instructions and/or reference material, send together with your products to:

ProductPhotography.com.au  
41 Parramatta Rd  
(Enter at back lane off Nelson Street)  
Annandale NSW 2038  
Australia

We will inform you the production schedule upon receiving of the order & products.

\* Products should be carefully packed and in good state suitable for photography, although we will take care to prepare your products for the shoots, however we reserve the right to charge for extensive pre-shoot preparation & retouching. (If this happened then we will quote for additional cost before carry on the job)

## 3. Taking Photo

We take photos of your products in our photography studio then process and edit in our post-processing studio.

## 4. Proof & Invoice

We will send you a set of low resolution images for your approval, together with the invoice for the job.

## 5. Payment

Full payment required prior to delivery of final images. We accept credit card (MasterCard & Visa Card) and direct bank deposit.

\* If paying via direct deposit, please allow 2-3 days for fund to arrive in our bank account. We can only release the final images after receiving of the payment.

## 6. Delivery

We will then have final images (both high and low resolution) available for instant download from our FTP server

We can also post a CD to you upon your request.

## 7. Returning of products

Upon request, we can arrange returning of products via Australian Post at client's cost.