



### Ordering Options:

Those selectin the BASIC yearbook portrait session will be able to view and place their portrait order on-line or in person at Hourglass Studio. When placing order on-line, full payment is required at that time. When ordering at the studio a Full payment is required for order to be put into production. If needed, payments can be made towards order. Though orders will not be produced until full payment is made.

(Those wishing to have wallets personalized or need to add additional prints to order will only be able to place order in person at the studio.)

Those selecting an EXTENDED portrait session will have the opportunity to view images from their session. Preview images will be ready approximately ONE week from time of session. You will be contacted when images are ready. You are able to take previews home with payment of a \$100 retainer. **These previews are the property of HOURGLASS and MUST be returned to the studio within 7 DAYS of pick-up.** An additional charge of \$100 will assessed in the event you fail to return images within 7 DAYS. **YOUR YEARBOOK IMAGE WILL BE WITHHELD UNTIL PREVIEWS ARE RETURNED OR AN ADDITIONAL \$100 IS PAID.** The \$100 retainer and any additional charges will be applied toward any order placed.

#### WHEN ORDERING IN-PERSON

When you come to place an order, we suggest you call ahead to alert us. This allows us to be better prepared and able to provide the attention and service you deserve.

Monday & Friday 9am-6pm  
 Tuesday-Thursday 9am-5:30pm  
 Additional Studio Hours by appointment



[www.hrglassphoto.com](http://www.hrglassphoto.com)

724.568.3128



*Celebrating our 26th year of  
 photographing seniors!*



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