



# Time to Smile!

## School Photo Day is Friday, 24<sup>th</sup> February 2017

*Have your child's school memories captured forever*

Please take time to read the relevant information on the MSP Photography payment envelopes and remember these helpful points:



- Don't seal envelopes inside each other. You can pay for all children in one envelope however each child needs to have their own envelope on photo day
- Family envelopes are available at the school office upon *request*
- Please enclose correct money as no change is given. Cash and Cheques only. Credit Card payments can be made prior to photo day via our online ordering system at [www.msp.com.au](http://www.msp.com.au)

**For any enquiries, please feel free to contact us**

e [admin.brisbane@msp.com.au](mailto:admin.brisbane@msp.com.au)

p 07 3865 4291

f 073865 4281

[www.msp.com.au](http://www.msp.com.au)

# General Information



## Payments:

- Parents can pay for all of their children's orders in one envelope. However each child requires their own envelope on photo day to ensure their order is placed and processed (even if the payment is in a sibling's envelope).
- Payments can be made by cash and cheques only. Credit Card payments can be made prior to photo day via our online ordering system at [www.msp.comm.au](http://www.msp.comm.au). The correct amount needs to be put into the envelopes, as the photographers do not carry change.
- Orders can be placed and paid for after photo day. Please have parents call us to organise this. Due to this, there is no need for parents to send in envelopes noting they'll "pay later" as orders are not processed until payment is received.

## Envelopes:

- Spare order envelopes are provided for the school office. These can be handed out upon request to any new students, or anyone that has misplaced the original.
- Sibling Photo envelopes are provided for the school office to be handed out on request. These photographs are for school aged students attending your school only (i.e. no babies or parents can be accommodated in these photographs)

## Products:

- The products on the envelopes come as is and are the only packages that we have available. Unfortunately the packages cannot be altered in any way.
- Photographs are delivered approximately 3 weeks after receiving schools proofs.

## Single Parent Families:

- Parents can place multiple orders for children by either:
  - Placing all the orders on the one envelope
  - Handing in multiple order envelopes (they can collect a spare one from the school office and complete it as usual). If this is the chosen method, it may be worth having them label the envelope as either "Mums Copy" or "Dads Copy", so upon delivery the correct photo order is returned to the correct parent.

Please feel free to pass on our Contact Detail Slips to parents, as we are more than happy to help with any queries that they may have.