

# Graduands...



OFFICIALLY APPOINTED PHOTOGRAPHERS

visit our professional portable studios 2 hours before and after your Graduation Ceremony

**PRE ORDERS WILL CLOSE 5 WORKING DAYS PRIOR TO GRADUATION**

Congratulations Graduands / Diplomands, Kindly refer to the simple instructions listed below. Follow the three easy steps on how to order your graduation photographs. Orders accepted on the day of your graduation

1. Stage Photographs (Standard A4): This taken of every Graduand / Diplomand during the ceremony.

- 1 x 20 x 30cm stage photograph (Official Podium).
- 1 x 20 x 30cm stage photograph (Official Sashing).
- 1 x 20 x 30cm off stage photograph (Official Portrait).
- 6 x 10 x 15 cm bonus jumbo size prints  
download your free image from [www.imagefactor.co.za](http://www.imagefactor.co.za)

**R400**

Option to upgrade to A3

2. Family Photographs (Standard A4): This is optional. (refer to order form)

- Graduands / Diplomands may have additional photographs taken with their spouse or family members.
- All family photographs are generally taken two hours before the ceremony and two hours after the ceremony.
- Please be informed that no family photographs will be taken during the FORMAL GRADUATION CEREMONY.

**R150**

Option to upgrade to A3

3. Procedure to follow at Graduation / how to order / payment options: Refer to order form inside

- Step 1: Complete order form at designated area which will be clearly marked.
- Step 2: Hand in order form and payment to photographers admin table and obtain an invoice.
- Step 3: Follow arrows to studios for family groups and single portraits.

Terms and Conditions apply: visit [www.imagefactor.co.za](http://www.imagefactor.co.za)



PHOTOGRAPHY | VIDEO | DESIGN | EVENTS



For office use only

INV:

**GRADUAND'S DETAILS:**

**PLEASE WRITE CLEARLY (ALL DETAILS MUST BE COMPLETED)**

GRADUAND'S / DIPLOMAND'S NAME: -----  
(as appears in the programme)

GRADUAND'S / DIPLOMAND'S SURNAME: -----  
(as appears in the programme)

ADDRESS: -----  
Physical address for door to door courier

-----  
----- CODE: -----

TEL: (W) -----

(H) ----- (C) -----

E-MAIL: -----

DATE OF GRADUATION: ----- TIME OF GRADUATION: -----

DEGREE: -----

Identification (describe clothes worn on stage) NOT GOWN:

**STAGE PHOTOGRAPHS ONLY:**

**TICK YOUR PREFERENCE** ✓

**OPTION A:** **STANDARD A4 STAGE PHOTO PACKAGE**

3 x 20 cm x 30 cm Prints | 6 x 10 cm x 15 cm Prints  
plus free download low res image: [www.imagefactor.co.za](http://www.imagefactor.co.za)

<b>R400</b>	<input type="checkbox"/>
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**OPTION B:** **HIGH RESOLUTION EMAIL IMAGES**

3 x STANDARD A4 DIGITAL IMAGES (STAGE PHOTOGRAPHS)  
EMAILED DIRECT TO YOUR COMPUTER.

NO PRINTS SUPPLIED

<b>R400</b>	<input type="checkbox"/>
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NO REFUNDS ON EMAIL IMAGES

**OPTION C:** **STANDARD A4 COMBO OPTION A+B**

3 x 20 cm x 30 cm Prints | 6 x 10 cm x 15 cm Prints  
PLUS 3 x STANDARD A4 DIGITAL IMAGES (STAGE PHOTOGRAPHS)  
EMAILED DIRECT TO YOUR COMPUTER.

<b>R500</b>	<input type="checkbox"/>
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NO REFUNDS ON EMAIL IMAGES

**OPTION D:** **UPGRADE TO A3 - COMBO STAGE PHOTO PACKAGE**

3 x 30 cm x 40 cm Prints | 6 x 10 cm x 15 cm Prints  
PLUS 3 x UPGRADE A3 DIGITAL IMAGES (STAGE PHOTOGRAPHS)  
EMAILED DIRECT TO YOUR COMPUTER.

<b>R600</b>	<input type="checkbox"/>
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NO REFUNDS ON EMAIL IMAGES

**STAGE SUB TOTAL** **R**

I have read and fully acknowledge my order, including the **NO REFUND POLICY** on page 2 and page 3  
Signature: \_\_\_\_\_

FAMILY PHOTOGRAPHS: **PACKAGE A** **PACKAGE B** **PACKAGE C** **PACKAGE D** **INV:**

DESCRIPTION	STANDARD 20 X 30 CM A4	TICK <input checked="" type="checkbox"/>	EMAIL IMAGE ONLY	TICK <input checked="" type="checkbox"/>	COMBO PACKAGE A + B	TICK <input checked="" type="checkbox"/>	UPGRADE 30 X 40 CM A3	TICK <input checked="" type="checkbox"/>	QTY
Graduand / Diplomand full length	R 150		R 150		R 200		R 200		
Graduand / Diplomand & Parents	R 150		R 150		R 200		R 200		
Graduand / Diplomand & Spouse	R 150		R 150		R 200		R 200		
Graduand / Diplomand & Mother	R 150		R 150		R 200		R 200		
Graduand / Diplomand & Father	R 150		R 150		R 200		R 200		
Graduand / Diplomand & Family	R 150		R 150		R 200		R 200		
Graduand / Diplomand & Other	R 150		R 150		R 200		R 200		

All posed photographs must be paid for.

SMS with collection date / post office / courier tracking number will be sent to all graduates

Orders take 45 working days to be completed exclude weekends

NO REFUNDS ON EMAIL IMAGES

Family Photo Sub Total **R**

Add Stage Photo Sub Total **R**

Add  Courier  Postage **R**

**TOTAL AMOUNT DUE** **R**

**POSTAGE: TELL US YOUR PREFERENCE** (DOOR TO DOOR COURIER IS A GUARANTEED SERVICE)

No Charge				Local Postage R100	International Postage R300	Courier: SA Cities - R150
Collect from local studio	DBN	CT	PE	S.A Post office	S.A Post office	Door to door

Studio address details on invoice

**PAYMENT OPTIONS:**

CASH  CREDIT CARD  EFT

**BANKING DETAILS:**

**IMAGE FACTOR GRADUATIONS - NEDBANK LIMITED ZA**  
**(B) BUSINESS KZN - (B/C) 19 87 65 - (ACC) 108 929 4255**

NAME & SURNAME OF CARD HOLDER: \_\_\_\_\_

CARD NUMBER:

EXPIRY DATE: ----- LAST THREE DIGITS ON THE MAGNETIC STRIP / CVC

SIGNATURE: ----- BUDGET: ----- MTHS

**PLEASE FAX OR EMAIL INVOICE AND PROOF OF PAYMENT**

# Graduation Day Tips

Have your photos taken BEFORE OR AFTER the ceremony.


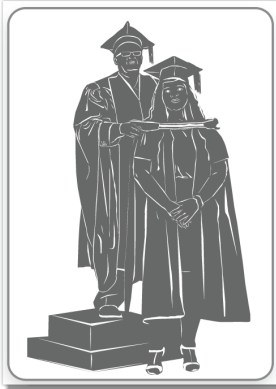

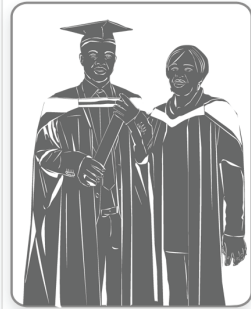

Graduands / Diplomands and family often think that they have to wait until they have their Degree / Diploma Scroll for photographs, this is not the case.... We have fake scrolls for the purposes of official Graduation photography.

The official photographer's photo booths are open almost two hours prior to the Graduation and after the Graduation ceremony, until the last Graduand / Diplomand are in the queue.

Visit the Photography admin desk and order your photography packages, complete order forms, make payment. Have your photos taken. If your family isn't coming until later, you can have your individual photos taken before the ceremony, then come back afterwards for as many photos as you like with your family and friends. (Remember, all posed studio photographs are compulsory to be purchased at the advertised price and the validity of stipulated price, which is TWELVE MONTHS FROM THE DATE OF YOUR GRADUATION. Find your seat at the ceremony early. You generally need to be seated at least 30 minutes before the ceremony starting time, depending on your institution. The photo booths are closed while the ceremony is in progress. The institution does not allow photography at this time and Graduands / Diplomands Parents are not allowed to leave the Graduation auditorium.

## Enjoy!

Your graduation is the culmination of years of hard work, commitment and sacrifice. Make sure you relax and enjoy the day surrounded by your family, friends and fellow Graduands / Diplomands.

STAGE PHOTO PACKAGE - ILLUSTRATION			FAMILY PHOTOGRAPHS
			 
<b>1</b> <b>PODIUM</b>	<b>2</b> <b>SASHING</b>	<b>3</b> <b>PORTRAIT</b>	



Durban Head Office: Level 1 | on 100 Mahatma Gandhi Rd | Point Waterfront | Durban | 4069  
Cape Town Branch: Suite 103 Prospect Place | 132 Durban Road | Bellville | Cape Town | 7530  
Port Elizabeth: Nelson Mandela Metropolitan University | North Campus | A Building Foyer | Summerstrand  
(same building as cashiers & cafeteria)  
Studio: 0861 666601 | International T: +27 31 332 0670 | Fax: 0861 666602 | International F: +27 31 332 0663  
Studio Mobile 1: 078 003 1036 | Studio Mobile 2: 074 941 2569  
Email: gradinfo@imagefactor.co.za | Website: www.imagefactor.co.za