



**PARENTS, PLEASE READ CAREFULLY AND COMPLETE ALL INFORMATION ON THE OTHER SIDE NECESSARY FOR YOUR ORDER.**

- ⇒ Packages may not be altered with “substitutions”.
- ⇒ Only the packages listed are available, we offer a large variety to choose from. If these do not accommodate your needs, reorders are available after you receive your package.
- ⇒ Please keep this top portion for your records, if after your receive your package(s) you believe there has been an error this top portion is necessary when you call our studio.
- ⇒ Photographs are returned to the organization in approximately 3 to 4 weeks.
- ⇒ **Adding to or changing your order:** Due to the time frame of returning the packages this is not available. Your order is already processed by the next day.
- ⇒ **Payments:** All orders with payment are due on picture day. Please have your child’s envelope completed. Cash, Money Orders or Checks are accepted. **ABSOLUTELY NO POSTDATED CHECKS WILL BE ACCEPTED AS PAYMENT AND WILL BE RETURNED.**
- ⇒ **PLEASE MAKE CHECKS PAYABLE TO: PHOTOGRAPHY BY JAMES, LLC. ALL PRICES INCLUDE SALES TAX**
- ⇒ **Return Check Policy:** If checks are returned to the studio for any reason a \$30.00 service fee plus the original payment must be paid with cash or money order only before your package will be delivered.
- ⇒ **Retake & Refunds:** 100% refunds are guaranteed if 100% of the package is returned, use refund form enclosed with your picture package. Retakes are not guaranteed. The studio decides retakes only.
- ⇒ **FRIENDSHIP INFO:** A Friendship Form **must** be used on any orders for pictures taken with friends only; this does not apply to pictures with siblings. Ask the Photographer for a Friendship Form.
- ⇒ **\* TRADING CARD INFO:** Please complete the form below if you would like any statistics about your child to appear on the backside of your trading cards.

**COMPLETE ENTIRE FORM ONLY WHEN ORDERING, \* “PACKAGE M “TRADING CARDS”**

**COMPLETE NAME ONLY WHEN ORDERING PACKAGES J, “10x20 LOCKER POSTER”, PACKAGE K, “DOUBLE IMAGE”, PACKAGE L, “MAGAZINE COVER”, OR PACKAGE N, “GAME DAY TICKETS”**

**PLEASE USE ONE LETTER PER LINE. PLEASE PRINT IN ALL CAPITAL LETTERS**

**Students Name:** \_\_\_\_\_

**Coach:** \_\_\_\_\_

**Team Name:** \_\_\_\_\_

**School/League:** \_\_\_\_\_

**Year:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Uniform Number:** \_\_\_\_\_

**Age:** \_\_\_\_ **Height:** \_\_\_\_’ \_\_\_\_” **Weight:** \_\_\_\_ lbs.

**Please Print Clearly. All Spelling is Your Responsibility**

**Due to the time frame of returning the entire leagues’ packages, the studio does NOT call any individuals who have not completed the form for trading card statistics. We do NOT correct any information after it has been completed. If any portion of this form is not legible, your trading card backs may be left blank.**

**PHOTOGRAPHY BY JAMES, LLC. INFORMATION POLICY:** Our studio will use randomly selected photographs for display and sales presentations. NO photographs will be used for any magazine releases. NO individuals will be identified by name. If the parent or guardian prefers for their child’s image **NOT** to be used please let us know by completing the following.

Child’s Name: \_\_\_\_\_

School or Organization: \_\_\_\_\_

Parent’s or Guardian’s Name: \_\_\_\_\_

Parent’s or Guardian’s Signature: \_\_\_\_\_