

SCHOOL PHOTOS ARE NOW AVAILABLE FOR VIEWING & ORDERING ONLINE!

- > **GO TO:** www.carolchaplin.com
- > **SELECT:** CLIENT GALLERIES (on the gray menu bar)
 - > *On your first visit, you will need to create an account.*
(Your previous year's account is operative if you remember your personal password)
 - > *Click on the "Create an Account" tab: enter your email address & choose a personal password.*
 - > *Click the Lock Icon "Access Private Photos" in upper right corner.*
Click continue & when prompted:
- > **ENTER SCHOOL PASSWORD:** **5greatlessons16** (all lower case, no spaces)

HIGHLIGHTS:

- 1) **ORDER DEADLINE:**
Late orders will be charged an additional \$10. fee - no exceptions.
Photos can still be ordered after the due date. However, the school group discount will no longer apply and an additional \$10. fee is required to cover pricing, handling & shipping costs.
For late orders, add the "Lab Handling Fee" on the Price List under PRINTS.
Orders placed on time are guaranteed delivery to the school BEFORE Winter Recess.
- 2) **ORDERING OPTIONS:** * Standard Prints - Packages - Specialty Products *
To access the Price List, click on any photo.
There are 3 TABS at the top of the Price List. Click on the Tabs to access the 3 categories below.
 - **Standard Prints:** - Best for single items/sizes -
**** Please note:** [*The UPPER LEVEL & MIDDLE SCHOOL Class Photos are ONLY AVAILABLE AS A 5 x14.*](#)
[*All other Class Photos are available as 5x7 or 8x10 sizes only*](#)
[*- Please do NOT attempt to order class photos as a 4x6 -*](#)
 - **Packages:** - Best value but you are limited to 1 image plus a class photo -
1 image of your child must be selected for packages and 1 class photo must also be selected as your 2nd image since some classes have a choice of more than 1 class photo.
 - **Specialty Products:** - Magnets, Mugs, Water Bottles, Keychains, etc. -
Holiday Cards are also available from the "STORE TAB" located on the gray menu bar.
- 3) **RETOUCHING:**
There is no additional charge for minor retouching.
Please note in the Comment Box or Contact Form (Tab located on gray menu bar) if you would like any retouching of facial bruises, stained shirts, etc.
Contact the photographer for a quote if requesting extensive retouching.
- 4) **RETAKE POLICY:**
Photos are retaken at the photographer's discretion only if there are technical errors.
"Forgetting it was picture day", "wrong outfit" or "hair not right", etc. do not warrant retakes.
You are under no obligation to order any photos.
- 5) **FOR ANY REQUESTS:** Use the Contact Form on the website or contact the photographer
by phone: 272-4629 or email: [**ccphoto20@gmail.com**](mailto:ccphoto20@gmail.com)