



school portrait retake request



Satisfaction guaranteed for pre-order packages:

RETAKES: Arrangements in some schools are made to return and photograph students who were absent on picture day. At that time you will have the opportunity to have a retake. Print and return the retake request form along with the original picture package to the photographer on retake day. Please also let your child's teacher know they will be taking a retake. Original packages must be returned to the photographer on retake day in order to receive a replacement package. The refund option is only applicable on the first picture package you received. Second packages are refunded **ONLY** if they are technically defective. If we are not returning to your school for absentee pictures or have already returned, you may have a refund.

REFUNDS: For an immediate refund, please fill out this form and mail it with your complete picture package to our office. Do not return this to the school. The refund will then be mailed to the address provided. Requests for refunds must be submitted within 30 days after delivery of pictures.

[illegible]

School Name

[illegible]

Reason for retake

[illegible]

Student's first name

[illegible]

Student's last name

[illegible]

Teacher

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Grade

[illegible]

Email

[illegible]

Parent's first name

[illegible]

Parent's last name



Questions?

Contact us directly!

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