

## ***To whom it may concern,***

***Thank you for your interest in using our services for your child's senior portrait. As you may be aware, we do not have the contract for your school, however that is not a problem as schools are no longer allowed, by law, to not accept other photographers' images. In order to have us supply your school with an image for the yearbook we require that you purchase a package from us. We have included all the information for you. If you have any questions please feel free to give us a call.***

***Thank You***

***William J. Marvin***

## ***Time for Your Senior Portrait***

***Save 20% off list off list when you book and preorder your Package & Sitting online.***

**Coupon Code: preorder20**

**Please use student's legal name for all online forms.**

Dear Student and Parents:

Positive Image Photography located **(new location)** at **1283 Springfield Avenue, New Providence,**. **Please read this letter in its entirety as there is pertinent information.**

- Portrait sittings will adhere to all social distancing guidelines as provided. Additional studio specific guidelines will be monitored to promote safety of all customers and staff.
- Due to Covid 19 all senior portraits will be conducted in our garden located outside our store. We request that you arrive at the studio on time, and fully dressed. (see below for price structure).
- Environmental portraits are conducted outside. In the event of inclement weather, the studio will contact you to reschedule. Keep this in mind when you are scheduling your appointment, don't schedule your appointment the day before you leave for vacation.
- Appointments will be conducted during the hours of: Tue thru Fri., 10-4:30; Sat., 10-2:30.  
**You can now book your appointment online @ [www.positiveimagephoto.net](http://www.positiveimagephoto.net)** Please feel free to call Positive Image directly if you need assistance at **(908) 464-4427**.
- **Packages take 12 weeks for completion from the date you select your image, additional poses and artwork may add to turn around times.**
- **All yearbook selections must be submitted to the studio by September 12, 2020.** If you do not make your selection by that date, the studio will select the image to be submitted.
- We understand scheduling can be difficult due to personal obligations, and we will be as accommodating as possible, but there are deadlines with the school that must be honored. Remember appointments are made on a first come first serve basis, so book online early!

**Sitting fee pricing is on attached sheet.**

**Additional Incentive:**

***\*\*\* Save 20% off list when you book and preorder your package & sitting online. \*\*\****

**Coupon Code: preorder20**

# Sitting Fees

## Sittings taken during June or July only

You will be charged a twenty-five dollar sitting fee (**\$26.66 with tax**) to have your portrait sitting at Positive Image Photography. **You will receive an email to pay your sitting a few days before your appointment.** Your images will be uploaded to a secure website for preview, within two weeks from the session date.

**Final selections must be made by August 15<sup>th</sup> for SALE pricing!!!**

---

## Sittings taken during the month of August

Sittings taken during the month of August will be charged a thirty-five dollar sitting fee (**\$37.32 with tax**) to have your portrait sitting at Positive Image Photography. **You will receive an email to pay your sitting a few days before your appointment.** Your images will be uploaded to a secure website for preview within two weeks from your session date.

---

## Sittings taken during the month of September

Sittings taken during the month of September will be charged a 50.00 dollar sitting fee (**\$53.31 with tax**) to have your portrait sitting at Positive Image Photography. **You will receive an email to pay your sitting a few days before your appointment.** Your images will be uploaded to a secure website for preview within two weeks from your session date.

---

We understand there is a lot of information in this letter. Please feel free to contact Positive Image directly at 908-464-4427 with any questions and to schedule your appointment.

As you are aware, yearbook is an important part of senior year. A lot of care and time is spent behind the scenes in art working and handling the images for the yearbook. We have commitments and deadlines that must be honored. As a result, there are a variety of incentives for early selections/orders. To take advantage of the **SALE**, you must come in early and follow the outlined rules (see above).

We wish everyone a safe and enjoyable summer. Thank you in advance, we look forward to seeing you soon.

### **Additional Incentive:**

**\*\*\* Save 20% off list when you book and preorder your package & sitting online. \*\*\***

**Coupon Code: preorder20**

**All sittings include basic print enhancement. That is, we will automatically enhance at no additional charge the following items: minor facial glare; minor acne; whiten teeth; soften under eye marks; glare on glasses. Some requests for artwork are more extensive and will incur an additional expense. The following list includes helpful tips to minimize your need for special artwork requests.**

**Tips for achieving the best Senior Portrait:**

- Everyone likes a healthy glow but over-tanning looks unnatural. If you tend to burn, peel and freckle it is important that you are using appropriate skin care products throughout the season. There is always a big request to remove tan lines from bathing suit straps, sunglasses marks and football helmet marks. These requests will incur additional expense so take care of your skin.
- Oily skin is often a problem for most teens. If you tend to have a problem with oil make sure you wash your face prior to coming for your portrait. Over the counter oil blotters can assist in removing facial glare if this is a problem for your skin.
- Clothing should be appropriate for a senior portrait. It is recommended that you wear a style that flatters your assets. Don't wear clothing that you feel uncomfortable in as that reflects in your ease in front of the camera. For example if you don't prefer to see the sides of your arms, don't wear a sleeveless top. Make sure undershirts or bra straps are not visible (these will incur an additional charge to have them removed). Be careful of plunging necklines, we cannot add material to your neckline to cover cleavage. Also watch for large arm holes. Some sleeveless shirts will show an undergarment through the arm opening. It is recommended that you put on what you wish to wear and view yourself from all angles. Wear the right color undergarments under your outfit (do not wear a white bra under a dark shirt). If the material is see through in the sunlight, your undergarments may show. It is best to go with nude colored undergarments under these materials.
- If your hair tends to frizz or gets a lot of fly-a-ways make sure you are using the correct hair care products. If your hair is color treated make sure you have a scheduled hair appointment prior to your sitting so your roots are not visible. It is extremely difficult to correct hair that is in need of a dye job.
- Make-up should be natural and fresh. It is not necessary to overdue, a healthy glow is always best. Do not go overboard with cover up on blemishes. It is easier to remove the blemish than try to fix excessive application of foundation. Pay attention to make up with glitter. Glitter reflects an enormous amount of light turning your skin very shiny. When the flash hits the glitter it shines more than it appears in the mirror. **Our advice is to not use products that contain a lot of glitter.**
- Nails are visible in some poses. Please make sure your hands are clean, no chipped nail polish etc. We cannot change the color of your nail polish. Repair of chipped nail polish incurs additional expense and can be very costly.
- Do not come to your session with a wet head or a lot of gel in your hair. When hair is wet and then slicked back with gel it reflects the light from the flash and creates a glare on your hair that is extremely difficult to remove. Requests for glare to be removed from your hair will incur an additional expense.
- Make sure unwanted facial hair and body hair is removed. It is extremely difficult to remove facial hair and 5 o'clock shadows. If you want your son clean shaven, please make sure he shaves prior to his appointment. Any request for the removal of facial/body hair will incur an additional expense. It should be noted that it is not recommended to remove stubble in a photograph as it does not look natural.
- If you tend to be particularly light sensitive and squint or blink a lot in photographs, please advise the studio of that prior to your session.
- Cap and Gown portraits are available for your school for your personal package. Cap and gown portraits are not permitted in the yearbook but are available for purchase in your package. If you are interested in having a cap and gown portrait please indicate that when you book your appointment so enough time is allotted.
- Lastly, get a good night sleep. Dark circles and red eyes are not attractive. A fresh, rested and healthy appearance is always the best bet for a great senior portrait.

If you have any additional questions, please do not hesitate to call Positive Image at (908) 464-4427. We look forward to seeing you soon and we hope you enjoy your summer vacation!

# Positive Image Photography

The following packages are offered to High School Seniors. **Packages are purchased on a pre-pay basis.** Payment is collected in full upon placement of your order. Packages take up to **12 weeks for completion.** Orders placed by August 15<sup>th</sup> are shown below in red, orders after August 15<sup>th</sup>, and are in black. If you have any questions, please call (908) 464-4427. **Save 20% off list when you book and pay for your package & sitting online.**

	<b>Orders Placed by Aug 15, 2020</b>	<b>Orders After Aug 15, 2020</b>
<b>Package #1</b>	<b>\$ 149.00</b> plus tax	<b>\$ 165.00</b> plus tax
2- 5X7		
3-4X6	<b>1 Pose</b>	
8-Wallets		

	<b>Orders Placed by Aug 15, 2020</b>	<b>Orders After Aug 15, 2020</b>
<b>Package #2</b>	<b>\$ 173.00</b> plus tax	<b>\$ 192.00</b> plus tax
1-8X10		
2-5X7	<b>1 Pose</b>	
3-4X6		
8-Wallets		

	<b>Orders Placed by Aug 15, 2020</b>	<b>Orders After Aug 15, 2020</b>
<b>Package #3</b>	<b>\$ 196.00</b> plus tax	<b>\$ 218.00</b> plus tax
1-8X10		
4-5X7	<b>1 Pose</b>	
3-4X6		
8-Wallets		

	<b>Orders Placed by Aug 15, 2020</b>	<b>Orders After Aug 15, 2020</b>
<b>Package #4</b>	<b>\$ 220.00</b> plus tax	<b>\$ 244.00</b> plus tax
2-8X10		
4-5X7	<b>2 Poses</b>	
3-4X6		
8-Wallets		

**jpeg included of images ordered in package**

	<b>Orders Placed by Aug 15, 2020</b>	<b>Orders After Aug 15, 2020</b>
<b>Package #5</b>	<b>\$ 242.00</b> plus tax	<b>\$ 269.00</b> plus tax
2-8X10		
4-5X7	<b>2 Poses</b>	
3-4X6		
16-Wallets		

	<b>Orders Placed by Aug 15, 2020</b>	<b>Orders After Aug 15, 2020</b>
<b>Package #6</b>	<b>\$ 265.00</b> plus tax	<b>\$ 294.00</b> plus tax
2-8X10		
4-5X7	<b>2 Poses</b>	
3-4X6		
32-Wallets		

**jpeg included of images ordered in package**

	<b>Orders Placed by Aug 15, 2020</b>	<b>Orders After Aug 15, 2020</b>
<b>Package #7</b>	<b>\$ 290.00</b> plus tax	<b>\$ 322.00</b> plus tax
1-11X14		
2-8X10	<b>3 Poses</b>	
4-5X7		
3-4X6		
32-Wallets		

**jpeg included of images ordered in package  
+All unretouched image from sitting**

### Jpeg's are available for purchase in select packages.

Please Note: Images included are only the image(s) used in the package. The images are artworked and ready for printing or e-mail. Images not used in the package are not included on the CD. Sorry no exceptions.

Package #1 \$ 65.00 added to package cost for CD

Package #2 \$ 50.00 added to package cost for CD

Package #3 \$ 35.00 added to package cost for CD

All unretouched image from sitting \$75.00 Pkg 4 and up  
Plus sales tax

Extras may be added to any of the above packages.

They are not for individual sale.

1-8X10..... \$ 39.95

2-5X7..... \$ 39.95

3-4X6..... \$ 39.95

4- 3½X5..... \$ 39.95

8-Wallets.....\$ 39.95

1-11X14..... \$ 69.95

1-16X20..... \$ 99.95

1-20X24..... \$ 149.95

Al a carte: These items can be purchased individually.

1-8X10..... \$ 79.95

2-5X7..... \$ 79.95

3-4X6..... \$ 79.95

4- 3½X5..... \$ 79.95

8-Wallets.....\$ 79.95

1-11X14..... \$ 139.95

1-16X20..... \$ 199.95

1-20X24..... \$ 249.95

**Split Charges:** Some packages are from one image only. If you want to split a package from more than one image there is a \$12 charge for each additional image used (for example if you use 3 poses in a package an additional \$24 would be added to your package).