

ENVELOPE AND ORDER INSTRUCTIONS

Dear Parents & Students,

Pakenham Consolidated School Photo Day: 05-Mar-15

School photo order envelopes have been or will be distributed to every student and it is important that the order instructions (below) are followed.

SCHOOL PHOTOS ARE NOW AVAILABLE FOR SECURE ONLINE PURCHASE

4 EASY STEPS TO ONLINE SCHOOL PHOTO ORDERING

- **Step 1:** Go to www.advancedlife.com.au before photo day and enter your school code [8VZ 9VK CLW]
- **Step 2:** Enter your student's details
- **Step 3:** Choose the package that best suits your needs (all orders will be returned to the school for collection).
- **Step 4:** Pay for the photos via the shopping cart (upper right corner of the page).
- **Please Note:** Late fees will apply once orders are closed (5 days after photo day).

SIBLING/FAMILY PHOTOS

NO ENVELOPE REQUIRED IF ORDERING ONLINE

- Go to www.advancedlife.com.au before photo day and enter your school code [8VZ 9VK CLW]
- Family/Sibling photo orders online close 48 hours before the day of photography.
- Orders can be placed by returning an envelope up until photo day with cash or cheque enclosed.

INSTRUCTIONS FOR ORDERING USING AN ENVELOPE

- **Step 1: Student Details:** Complete the student details section on the front of the order envelope. Please use black or blue pen.
- **Step 2: Purchase Details:** Complete the purchase details on the front of the envelope.
- **Step 3: Payment Method:** Select your payment method.
 - **Credit Card** – Online Only at www.advancedlife.com.au
 - **Cash** – Please enclose correct money – no change given.
 - **Cheque** – Make payable to Advancedlife with your name & address on back of cheque. Allow 60 days for your cheque to be finalised. A \$25 fee will apply to any dishonoured cheque payment.