

Instructions for filling out the photo order form

Each year, a school photo shoot is organized at Finnish schools. In the photo shoot, photographs of each pupil and a group photo of the entire class are taken.

All pupils who participate in the photo shoot must return this form completed. A guardian's signature is required on the form. If the pupil is over 18 years of age, they can fill out and sign the form themselves. The form is handed to the photographer.

After the photo shoot, the contents of the order can be edited in the online shop: there is a wide range of different products. The finished photos can also be automatically sent to the pupil's home for viewing. If you do not want anything sent to you, you can visit the online shop to remove all products from the order if necessary. You will receive an email from us after the photo order has been added to the online shop for editing. After receiving a message, you usually have a week to edit the order.

Here's how to fill out the order form

In each box, type one letter, number or other character to make it easy to read. The form must be filled out with Latin capital letters (A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Å Ä Ö).

1. Information about the photographed person

- a) Name of the photographed pupil: first and last name.
- b) Name of the class of the photographed pupil (e.g. 1A, 5B, 9C)

2. Information about the buyer

The person buying the photographs is the guardian of the pupil under the age of 18 or a pupil over the age of 18.

- a) Buyer's first and last name
- b) Buyer's address: street name and number, staircase and apartment number (e.g. Vasaratie 2 A)
- c) Buyer's postcode and place of residence: second line of address, i.e. city or municipality where you live (e.g. 65350 Vaasa)
- d) Buyer's phone number (preferably mobile phone number, e.g. 040 123 4567)
- e) Buyer's e-mail address. This is important information because the information associated with the order is sent to this e-mail address. This email address acts as a username when logging in to the online shop.
- f) Signature.

3. Information

Here we present the products at an offer price that can be ordered from our online shop.

The products can be paid in the online shop via online payment or by invoice after you have received the photos. All of our products (not including digital photos) are subject to a 14-day return policy.

4. Friend / sibling photos

In addition to portraits and group photos, friend and sibling photos can be taken on the day of the photo shoot. The form has space for three different friendship photos. You can also fill in only one or two friendship photo details. Depending on the size of the background fabric, one friendship photo can accommodate up to 4–6 people. If you don't want any friendship photos at all, leave this part blank.

- a) In this friendship photo, type the names of the participants and the name of the class if the friend or sibling is in a different class. The first name is sufficient.
- b) Rewrite the name of the pupil you want to photograph. You must rewrite the name because the photographer will remove the bottom of the form.



Order Form

Photographer arrives

Everyone who participates in the photo shoot must fill in this form. Return it to the photographer no later than the day photos are taken. Please use block letters and **don't sign the form!** Instructions on how to fill this form in several languages: www.seppalankoulukuvat.fi/info

Info about the photo **1.**

1a First name Last name

1b Class/group

Customer (over 18 years of age) info **2.**

2a First name Last name

2b Street address

2c Postcode and city Mobile phone number*

2e E-mail address* (of a guardian or a student over 18 years of age)

2f

Notice of the digital sample photos in our online shop will be sent to the given phone number and e-mail address approximately one week after the photo shoot.

Signature (of a guardian or a student over 18 years of age)

I accept the Terms of Photoshoot, Terms of Ordering and Delivery as well as the processing of my personal data in accordance with the Data Protection Notice of Seppälän Koulukuvat Ltd. The terms and the Data Protection Notice are available at www.seppalankoulukuvat.fi

Info

3.

Find your favorites
at the selection of the online shop
www.seppalankoulukuvat.fi



Friend/sibling **4.**

Below, fill in the **first names** of the friend photo participants (include the class/group ID if other than the photographed).

Composition 1.

First names of friends/siblings (class/group)

4a

Composition 2.

First names of friends/siblings (class/group)

4a

Composition 3.

First names of friends/siblings (class/group)

4a

Amount of people in a friend photo schools: max. 6 people
day-cares: max. 4 people

Your name **4b**

AVOIN