

School Name:

Grose View PS

School Photo Date:

24/02/2023

School Catch Up Date

Dear Parents/Caregivers,

School photographs will be taken at school on the

Order forms for individual student photographs accompany this note or will arrive shortly.

Individual Portraits - Prior to filling out your order check that your child's name is spelt correctly on the Order form, please make any necessary changes. Please complete the order online and students may then return the Order forms on the day of photography. If you misplace your order form please contact MSP Photography for your child's shoot key.

Family Photos - Should you wish to have a family photograph taken, please fill out the family section at the bottom of your ELDEST child's Order form. These photos are for school aged students attending the school and no family photo will be taken unless an order form has been received on photo day. Please ensure your children present to the portrait location to have their photo taken.

Split Families - you can use the same shoot key provided on the order form to order for your child. Any students with multiple orders processed will have their photographs sent in separate satchels to the school. There is a section on the order form for you to tick "Split Family" so we can place a "Mums Order" or "Dads Order" sticker on the satchel. If you think there may be a problem in receiving the photographs or you don't have an order form/shoot key, please phone MSP Photography on 02 9831 5505 so we can assist you.

NO LATE ORDERS WILL BE ACCEPTED AT THE SCHOOL OFFICE.**How to Order Online**

- Log on to www.msp.com.au and click ORDER ONLINE.
- Place your order using the online system.
- Record your Order Reference Number on your student's Order form.
- Your child must present their own Photo Order form to the photographer on photo day.

If you have no access to the internet or no credit/debit card - the school office does have some blank envelopes for cash payments. Should you have any further questions please contact MSP Photography - Sydney West directly;

School Photo Day is:

24th February 2023

Have your student's school memories captured forever

Please take time to read the relevant information on the MSP Photography payment Order forms once received and remember these helpful points:

- Each student needs to have their **OWN** Order form on photo day.
- Each student will have a family shoot key included at the bottom of their individual Order form. The family section only needs to be filled out if you wish to order family photos.
- If you do wish to order family photos, please fill out the form of the **ELDEST** student only.
- All orders are to be made **online**.
- Online Ordering – Logon to www.msp.com.au and click 'ORDER ONLINE'. Place your order using the online system. Record your Order Reference number on your student's Order form. The student must present their own Photo Order form to their photographer. Click 'CHANGE SHOOT' to place multiple orders in one transaction.
- Credit Card payments – Will only be accepted for online orders, or a \$5.00 administration charge is applicable for phone credit card payments.
- If you have no access to the internet or no credit/debit card – the school office does have some blank envelopes for cash payments.
- The available photo packages to order can be viewed online at: www.msp.com.au
- All late orders placed with MSP Photography (after photo day) will incur a minimum \$20 late fee (per order).

For any queries please contact us:

MSP Photography Sydney West

T 02 9831 5505

E sydneywest@msp.com.au

PO Box 427, Winston Hills NSW 2153

www.msp.com.au