

# 2021 Photo Day

## Envelope and Order Instructions

Dear Parents and Students,

### Craigieburn Primary School PHOTO DAY IS 26/11/2021

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

**\*\* IMPORTANT PLEASE NOTE – ONLINE ORDERING FOR SIBLING PHOTOS WILL CUT OFF ON 25/11/2021 \*\***

**ONLINE ORDERING** Your child's school photos are now available for secure online purchase, please note if you are ordering online, you do not need to return an envelope to the school

#### 4 EASY STEPS TO ONLINE SCHOOL PHOTO ORDERING

**Step 1 Click Here** - For online ordering process for your school.

- OR - Go to [www.advancedlife.com.au](http://www.advancedlife.com.au) before photo day and enter your school code [5GQ 894 3AQ]

**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)

**\*\* Online Orders will attract a \$1 service fee**

Please Note: If you miss photo day, portrait and group packages can still be ordered online for 7 days afterwards with no late fees. After that time, late orders will require separate processing and handling and therefore will incur a \$15 late fee per package.

**FAMILY / SIBLING PHOTOS** No envelope required if ordering online

#### 3 EASY STEPS TO ONLINE SCHOOL PHOTO ORDERING

- Go to [www.advancedlife.com.au](http://www.advancedlife.com.au) before photo day and enter your school code [5GQ 894 3AQ]
- Family/Sibling photo orders online close on 25/11/2021
- Orders can be placed by returning an envelope up until photo day with exact cash amount.

**ORDERING USING AN ENVELOPE**

**ENVELOPES WILL BE HANDED TO EACH CHILD, PLEASE SEE THE SCHOOL OFFICE IF YOU HAVE NOT RECEIVED ONE**

**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](http://www.advancedlife.com.au)

Cash – Please enclose correct money – as change is not available

Please Note: A portrait and a class group photograph will be taken of every student at the school, regardless of purchase. Photographs of your children taken as part of a class group are only permitted to be distributed within their own class. Your child's name will appear on the class group photo. If you Do Not wish your child to be photographed, please contact your school office with your instructions prior to Photo Day.

Please feel free to contact us via email or phone should you have any queries regarding your child's school photo order.

[info@advancedlifevic.com.au](mailto:info@advancedlifevic.com.au) or 03 9852 1133

Advancedlife Team