



Employee Portrait Order Form
You must bring this form with you to your local
Sears Portrait Studio.

You must call **1-866-292-4952** to schedule an appointment at a Sears Portrait Studio near you.
 Customer service reps available between 8:00 a.m. and 5:30 p.m. Central Time (M-F).
(Scheduling your appointment any other way will cause a delay in image processing.)

Details about your appointment:

- Attire is business professional. Suit jacket, solid color shirt (white is ok) for men; business attire (conservative color suit and accessories) for women. Dark suits with a lighter color shirt/top (no pattern) will photograph better and are more flattering. No pilot uniform, epaulets or pilot shirts. Overall appearance should be well groomed and professional. No excessive makeup or jewelry. Pilot should smile.
- **Photographer will take 6 bust poses on customer's choice of the TRADITIONAL OR CHARCOAL background ONLY.** You select your favorite pose.
- **The cost of this portrait session is \$50 plus tax** which includes the session fee, one natural color digital image burned to CD in studio, and a copyright release. **Give CD to customer before leaving studio.**
- If desired, you may purchase portraits (8 wallets, 4-3.5x5, 2-5x7 or 1-8x10), for \$7.99/sheet if printed in lab or \$11.98/sheet if printed onsite plus applicable taxes. Optional portraits plus sales tax must be paid for at the time of your session.

REMEMBER to bring this form to your portrait session!

FOR STUDIO USE ONLY



Studio # _____ Sitting # _____ Selected Pose # _____

Photography Instructions

- **Take 6 bust poses (loosely framed) on customer's choice of the TRADITIONAL OR CHARCOAL background ONLY.** Customer selects one pose. The studio is responsible for burning one (1) digital image to CD and giving to customer at time of session.
- The customer will pay for this portrait session which includes session fee, one digital image burned to CD in studio, and copyright release.

Ordering in Express Digital

Burn selected image (one image) to CD and give to customer



**TRADITIONAL OR
CHARCOAL BACKGROUND
AND CORRECT POSE**

How to Ring in SAS

1. Go to the Create First Run Customer Order screen and enter offer code **16601**. Make sure to uncheck the upload box. Click Apply.
2. Leave session type as "Custom Sitting" and enter # of subjects. Click OK.
3. Click "Yes" when asked "Add Offer Code?"
4. Order should contain one sitting fee and item **282** for \$50 plus any additional sheets. (Optional: enter item code **c123** to ring up portraits for \$7.99 per sheet, which also must be paid for at the time of the session.) Click OK to continue to the Sales Order screen.
5. Click the Payments button.
6. Complete the order by collecting payment for the entire order.
7. Fold and attach this form to the sitting card. If you have questions about this offer call 1-888-CPI-SUPPORT, option 7.

NOTE: If a customer arrives and does not have an appointment, please take the portrait and call 1-866-292-4952, press #1 and provide Customer Service with the following information: **studio #, session #, pose and Labtricity #**

