

**INSTRUCTIONS**

1. Fill out this form completely and legibly and email it to **order@photocalibre.co.za**. Our rates and services can be found at [www.packphotography.co.za](http://www.packphotography.co.za)
2. Create a packing list and mark all products for identification. We recommend choosing your best products with no damage to packaging or product.
3. Email or attach a shot-list which describes each photo and what product/s should be shown in it.
4. Email or attach any sample photos or instructions you would like the photographer to reference.
5. Pack your products securely, enclose all of the above, and courier or deliver everything to our studio:

**Pack Photography • 31 11th Street, Greymont, Johannesburg, South Africa, 2195.**  
**+2777 398 2650**

**CONTACT INFORMATION**

Contact Name: \_\_\_\_\_

Company/Organisation: \_\_\_\_\_

Shipping address: \_\_\_\_\_

\_\_\_\_\_

Country: \_\_\_\_\_ Postal code: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**ORDER OPTIONS**

Need print prep?:            YES            NO            (if yes, please list up to three sizes. Additional fees apply.)

Print sizes (in mm): 1. \_\_\_\_\_ mm X \_\_\_\_\_ mm    2. \_\_\_\_\_ mm X \_\_\_\_\_ mm    3. \_\_\_\_\_ mm X \_\_\_\_\_ mm

Need web optimisation?:            YES            NO            (if yes, please list up to three sizes. Free with all photos)

JPEG sizes (in pixels): 1. \_\_\_\_\_ px X \_\_\_\_\_ px    2. \_\_\_\_\_ px X \_\_\_\_\_ px    3. \_\_\_\_\_ px X \_\_\_\_\_ px

Original file format preference?:            PSD            TIFF            No preference

How do you want products returned?:            I will collect / arrange collection            Please courier them to my shipping address and include fee in my invoice

Additional requests: \_\_\_\_\_

**PAYMENT DETAILS**

Our bank details will be included on our invoice. Please make payment as soon as you receive your invoice to avoid delay.

Billing address: \_\_\_\_\_

\_\_\_\_\_ Code: \_\_\_\_\_

Signature\*: \_\_\_\_\_ Date: \_\_\_\_\_

\*By signing and submitting this form you agree to our terms and conditions found at [www.packphotography.co.za](http://www.packphotography.co.za). Though we endeavour to return products promptly and safely, due to the nature of our service and the use of independent couriers, we cannot guarantee that your products are returned to you safely, unopened and intact.