

EMPIRE PHOTOGRAPHY

Visit us at: www.empirephotos.com

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To This Season's Team Pano Representative,

Thank you for committing to being the representative this season to assist with the production and ordering process for your team's panos! The following is a rundown of your role and responsibility in the process after your **digital watermarked proof** has been returned to you.

Once you receive your digital proof, we encourage you to share it with your team, their parents, coaches, etc. to evaluate for any potential edits that need to be completed before moving to print. The following are edits and retouches we can fulfill, with the turnaround time being **12-24 business hours**:

- Repositioning and resizing of athlete cutout images
- Changes of text/logo (does not include font style, as this comes predesigned with the chosen background template)
- Adding athlete/coach images who missed photo days (submitted image must be full body pose in the highest resolution possible to work with the pano)

Please note that you will be required to sign the approval page enclosed within the order form to place the order. Any edits requested that require a reprint after the form has been signed and submitted will have an additional cost at the expense of the representative. Please take time to evaluate carefully!

After finalizing edits, you will then be responsible for completing the order form with the product count for the team and collecting necessary payment. All our pano products are printed in a premium metallic finish on a 10"x30" canvas that are available as unmounted or mounted onto an 1/8" thick foam core board. We offer discounted pricing on mounted panos based on the total amount of unmounted and mounted panos are ordered by a team, and any orders that consist of **3 or more products** will be inclusive of tax and shipping. The pricing is as follows:

1-2 Total Panos: Unmounted \$42, Mounted \$59 + additional tax and shipping

3-4 Total Panos: Unmounted \$42, Mounted \$59 (included tax and shipping)

5-6 Total Panos: Unmounted \$42, Mounted \$57 (included tax and shipping) *

7+ Total Panos: Unmounted \$42, Mounted \$52 (included tax and shipping) *

**Orders of 5+ products will include an additional complimentary mounted pano*

Once you have completed your order/approval form and have collected payment, it may then be submitted by mail or email. After receiving your completed forms and payments, your placed order will take at least **10-14 business days** for production and shipping. Orders may be paid for in one of the three following methods after collecting payment:

- One (1) debit/credit card charged for the FULL amount of the order
- One (1) check payment made out to Empire Photography for the FULL amount of the order
- Individual family checks made out to Empire Photography for the total of their products (all individual checks must be mailed with the completed order and approval form together in one envelope)

Please let me know if you have any questions regarding this process, and I will be happy to answer those for you. I look forward to sending you your proof and working with you this season!

Julie – Empire Photography