



Juhl Photography Senior Portrait Timeline

Questions? Call 1-920-206-8668

2015-16 Seniors

STEP 1 Included in Email Confirmation	<ul style="list-style-type: none"> Confirmation of session date & time Session payment confirmation Cancellation policy Consultation link (consultations MUST be returned within 3 days of your session) How to share pinterest board Session tips link Flowchart link
STEP 2 Your Session Date	<ul style="list-style-type: none"> Please arrive 10 minutes early Bring in friend and/or family for free session if scheduled. Discuss proofbook options, deposits/payments and folio (see samples) Leave with "Need to Know" & survey
STEP 3 Receive Your Online Proofs	<ul style="list-style-type: none"> Proofs will be online in 7-10 business days from session date You will receive an email with a link to your images. You have 1 week from the date your proofs are published to choose your proofs
STEP 4 Choose Your Proofs	<ul style="list-style-type: none"> Choose your proofs by your Proof Date on your "Need to Know" form Please tell us which Proof Option you would like when choosing your proofs. Options on your Need To Know! Deposits and payments are due when proofs are ordered. Deposits will be applied towards your portrait order if order is placed within 30 days from proof pick up. Proof orders take approx 2-3 weeks.
STEP 5 Pick Up Your Proofs	<ul style="list-style-type: none"> You will be notified via phone or email when your proofs are ready for pick up. Proofs should be picked up within 2 weeks of notification. Set up order appointment within 30 days of proof pickup
STEP 6 Schedule Order Appointment	<ul style="list-style-type: none"> If not scheduled at proof pick up, set up order appointment within 30 days of picking up your proofs Sessions will be archived and assessed a \$25 archive fee if order not placed within 30 days of proof pickup
STEP 7 Order Appointment	<ul style="list-style-type: none"> All print orders should be paid in full at ordering appointment Your yearbook image will need to be selected at this time. Please know your school requirements. Order processing will take approximately 3-6 weeks. Yearbook Information: <ul style="list-style-type: none"> We will deliver your yearbook portrait to your school at no cost when your portrait order is placed at least 2 weeks prior to your yearbook deadline. Yearbook images placed without a portrait order will be charged \$10 plus tax and any retouch fees If your portrait order is not placed three weeks prior to your yearbook deadline, yearbook submission is not guaranteed. Special circumstances will apply a \$25 rush fee. Please know your deadline.
STEP 8 Pick Up Your Order	<ul style="list-style-type: none"> You will be notified via phone or email when your order is available for pick up All orders must be picked up within 2 weeks of notification. Any balance will be due upon pick up.
STEP 9 Order Graduation Announcements	<ul style="list-style-type: none"> Order graduation announcements March through the end of April of the following year.
STEP 10 Schedule FREE Family Session	<ul style="list-style-type: none"> Call 920-206-8668 to schedule your free family session if you have not already taken advantage of this awesome offer.