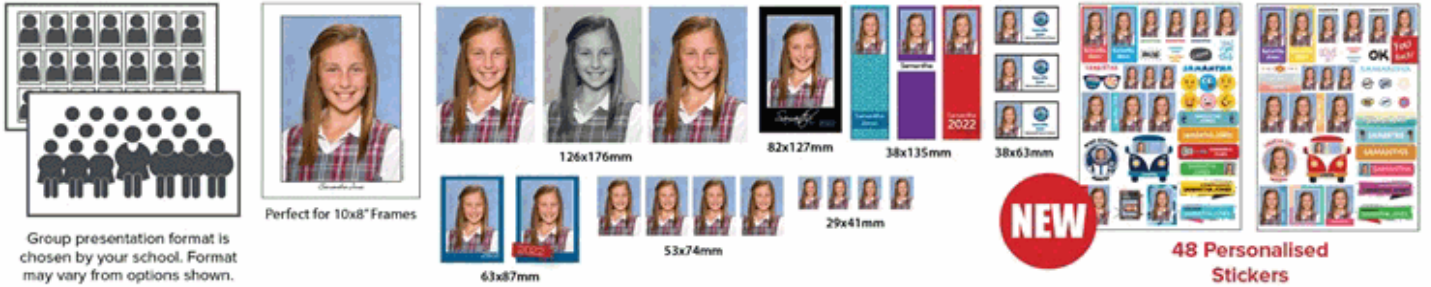


# school photographs are coming up soon



**Please note:** Traditional, Composite or High-Resolution Virtual Group format is chosen by your school. Sibling photos, if available, can also be ordered online and must be ordered prior to your photo day. A late fee will apply for photos purchased after ordering has closed.

## how to order

### order online

Online payment options include Visa, Mastercard and PayPal. Alternatively, you can choose to pay over 10 weeks using LatitudePay.

#### STEP 1

Go to [www.advancedlife.com.au](http://www.advancedlife.com.au) on your computer, phone or tablet.

#### STEP 2

Enter your school code:

**4LF YWG FEB**

in the 'order and download' box. This will take you to your school's secure online ordering site.



#### STEP 3

Click on 'Order Photos' and complete your details and procedures. During this process you can place orders for additional children at your school and sibling photos, if available



### cash/envelope ordering

Your school prefers orders to be placed online. However, if you are unable to order online, please complete your order using the order envelope provided.

#### STEP 1

Complete a separate order envelope for each individual child's package/s ordered. If ordering for more than one child, payment should be enclosed in the envelope of the eldest child and this should be indicated on the envelope of the other child/children (the envelope that does not have cash enclosed).

#### STEP 2

Enclose exact cash payment in one envelope for the package/s you are ordering. Payment for more than one child should be in the eldest child's envelope and marked at the bottom of the envelope in the space provided.

#### STEP 3

Return your completed envelope/s, with correct cash payment, to our photographers on the day.

**Please note:** You must enclose exact correct payment, as change is not available. Credit card payments can only be made online and we no longer accept cheques. There is a separate envelope for sibling photo orders, should your school choose to offer sibling photos.

School photographs will be returned approximately 6 weeks after the day of photography.

Please note this delivery timeframe is dependant on proofing and additional photography days at your school.

#### IMPORTANT - "not for publication" students

If you have instructed your school that your child's image is "not for publication" (sometimes called "do not publish" or "not for media release" instructions), the school will ensure that your child is not presented to our photographers on photo day and school photographs will not be available for purchase. If you wish to change your instruction, then you must notify your school, so they change their records and identify your child as able to be photographed for school photography purposes. All students presented to our photographers by your school on photo day will be photographed, their images will appear in school photography packages with their fellow students and these packages will be available to purchase by all families.

Contact us: [www.advancedlife.com.au/contact](http://www.advancedlife.com.au/contact)

**advancedlife**  
school photography & print specialists