

# Photo Order Instructions

## Photos:

**VIEW PROOFS:** Use the link provided to view the proofs

**ORDERING:** Please make sure to specify:

- 1) Studio Name
- 2) Parent Name
- 3) Format (digital or print with size)
- 4) Filename(s)

**HOW TO FIND FILE NAME:** - Click on the photo

- Click on the "i" that is in a circle on the top right side of your screen (note: depending on the browser, sometimes the "i" says "info")
- Copy the Filename found under the date (ie. IRD-201700501-0015-Edit.jpg)

**SAMPLE ORDER:** 1) Jane Smith - Innovative Rhythm Dance Studios

2) Digital Files: IRD-201700501-0015-Edit.jpg

Prints: IRD-201700501-0015-Edit.jpg (5x7)

IRD-201700501-0025-Edit.jpg (8x10)

**DEADLINE:** The deadline for ordering is **Friday July 13, 8pm**. Your order must be emailed to [andy.yu.photo@gmail.com](mailto:andy.yu.photo@gmail.com). If you require any assistance or have questions, please contact Sonia at 416-995-4294

**PAYMENT:** Once your order is placed, send payment by etransfer to [andy.yu.photo@gmail.com](mailto:andy.yu.photo@gmail.com)

**DELIVERY:** Digital files will be sent 1-3 business days after payment is received. Prints will be sent to the studio for distribution approximately 3 weeks after the order deadline. The studio will contact you when they have arrived.

**DIGITAL FILE USE:** Note that digital files can only be downloaded to a laptop or desktop computer (not to a phone, iPad, tablet, etc.) so you can print them at a commercial lab. Absolutely no digital file sharing please. Digital file sharing causes price increases for everyone to compensate for lost sales. If sharing a proof or digital file on social media, please tag or credit Andy Yu Photography.

Instagram: <https://www.instagram.com/andy.yu.photography>

Facebook: <https://www.facebook.com/AndyYuPhotography>