

2017 Photo Day

Envelope and Order Instructions

Dear parents and students,

Toorak Primary School PHOTO DAY IS 27-Feb-17

School photo order envelopes have been or will be distributed to every student and it is important that the order instructions (below) are followed.

ONLINE ORDERING Your child's school photos are now available for secure online purchase, please note if you are ordering online, you do not need to return an envelope to the school

4 EASY STEPS TO ONLINE SCHOOL PHOTO ORDERING

- Step 1: **Easy Access Link: [Click Here](#)** - Click on this link if you are using a supported device
- OR - Go to www.advancedlife.com.au before photo day and enter your school code [F5E BW4 VJ8]
- Step 2: Enter your student's details
- Step 3: Choose the package that best suits your needs (all orders will be returned to the school for collection)
- Step 4: Pay for the photos via the shopping cart (upper right corner of the page)
- Please Note: Late fees will apply once orders are closed (5 days after photo day)

FAMILY / SIBLING PHOTOS No envelope required if ordering online

4 EASY STEPS TO ONLINE SCHOOL PHOTO ORDERING

- Go to www.advancedlife.com.au before photo day and enter your school code [F5E BW4 VJ8]
- Family/Sibling photo orders online close on **23/02/2017**
- Orders can be placed by returning an envelope up until photo day with cash or cheque enclosed

ORDERING USING AN ENVELOPE

ENVELOPES WILL BE HANDED TO EACH CHILD, PLEASE SEE THE SCHOOL OFFICE IF YOU HAVE NOT RECEIVED ONE

- Step 1: **Student Details:** Complete the student details section on the front of the order envelope.
Please use black or blue pen.
- Step 2: **Purchase Details:** Complete the purchase details on the front of the envelope.
- Step 3: **Payment Method:** Select your payment method.
Credit Card – Online Only at www.advancedlife.com.au
Cash – Please enclose correct money – no change is given under any circumstances
Cheque – Make payable to Advancedlife Photography with your name & address on the back of cheque
Please allow 60 days for your cheque to be finalised - a \$25 fee will apply to any dishonored cheque payments

Please feel free to contact us via email or phone should you have any queries
in regards to your child's school photo order.
info@advancedlifevic.com.au or 03 9852 1133

Advancedlife Team