

HI-LITE SPORTS PHOTOGRAPHY

CUSTOM SPORTS PHOTOGRAPHY

HOW TO PLACE AN ORDER

1. **Visit** our website at www.hlsp.ca and choose a photo package or format, or contact us to inquire as to the most popular package teams have chosen.
2. **Contact** Hi-Lite Sports Photography with your request and provide the following information:
 - a. Team information: Name, division, tier or level
 - b. Contact person: Name, phone number, email address.
 - c. Photo order particulars: Package, Format, quantity
 - d. Team roster complete with jersey numbers. **Please ensure the correct spelling of all players, coaches, managers and any other individuals to be included in photos.**
 - e. Schedule of league games, tournaments and practices.
 - f. A date for team photo (if required).
 - g. Completion date.
3. Your order will be confirmed.
4. **We will then schedule** sessions/games for photo shoots. Please communicate these dates to your team to encourage attendance.
5. **You will be notified** when the photo proofs are posted on the website.
6. **Proofs will be posted for 1 week**, during this time you and your team are requested to view and proof read the photo proofs and advise of any corrections. Also, any additional orders may be placed during this time period directly to Hi-Lite Sports Photography. Payment for all orders should be directed to the team manager as all orders will be invoiced through your team.
7. **A deadline date** will be indicated for any corrections or additional orders.
8. You will be sent with a **final itemized invoice** after the deadline date. Any corrections, revisions or alterations to photos past the deadline date will be subject to a processing fee of \$5.00 per item.
9. **Your order will be processed** and ready for delivery usually one week after the deadline date.
10. **Payment** is required upon delivery, please make cheques payable to Terry Seto or Hi-Lite Sports Photography

Terry Seto

twseto@shaw.ca

306-931-3483