

**Bari Miller Photography**  
**111 Bean Creek Road #103, Scotts Valley, CA 95066**  
**grammaamma@yahoo.com**  
**831-419-3407**

## **Order Form**

### **Instructions**

This form is intended to be printed out on paper and used as a worksheet while viewing the images online. When you have your order worked out and if your worksheet is messy, you can print out another copy of the order form and fill it in with your final decisions.

As you can see, the order form has two pages. The first page contains these instructions and a place for you to print your name, shipping address, phone number and order total. The second page contains individual work areas for each image you wish to order. Since each image can be ordered in several sizes, styles and quantities, the order form is really an assemblage of individual image order forms.

Print out as many second pages as you need to complete your order.

First, fill in your customer information on the first page. Then review the online display of the images, using the second page worksheets to mark down what you want. Use as many second page worksheets as you need to complete your order. If you have messy worksheets when you have completed your ordering decisions, print out another paper form and create a final version.

As you review the images on the website, fill in the Image Number of each print you wish to order then mark the quantity of each style (color, sepia and B&W) you want for each print size of the image. Total the quantities for each style in the Quantity column. Multiply the Quantity by the Price Each for a Dollar Total for each size print of that image. When you have finished add the total for each print size to get the Image Total.

Add up all the Image Totals and enter the number of the Order Total line on this page. When your final order is ready include a check and mail it, together with your order pages, to me at the address above. Please be sure to print your name at the top of each page of your final copy.

### **Customer Information**

Customer Name: \_\_\_\_\_

Shipping Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

### **Order Total**

Total the amounts from the individual images and enter it here: \$ \_\_\_\_\_

Sales tax and shipping, if any, is included.

Customer Name: \_\_\_\_\_

Event: \_\_\_\_\_

Album Name: \_\_\_\_\_

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| Image Number ( )   |       |       |     | Total    | Price     | Dollar |
|--------------------|-------|-------|-----|----------|-----------|--------|
| Size               | Color | Sepia | B&W | Quantity | Each      | Totals |
| 4x6                | ( )   | ( )   | ( ) | ( )      | x \$5.00  | _____  |
| 5x5                | ( )   | ( )   | ( ) | ( )      | x \$10.00 | _____  |
| 5x7                | ( )   | ( )   | ( ) | ( )      | x \$10.00 | _____  |
| 8x10               | ( )   | ( )   | ( ) | ( )      | x \$15.00 | _____  |
| 11x11              | ( )   | ( )   | ( ) | ( )      | x \$30.00 | _____  |
| 11x14              | ( )   | ( )   | ( ) | ( )      | x \$30.00 | _____  |
| 16x16              | ( )   | ( )   | ( ) | ( )      | x \$50.00 | _____  |
| 16x20              | ( )   | ( )   | ( ) | ( )      | x \$50.00 | _____  |
| <b>Image Total</b> |       |       |     |          |           | _____  |

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| Image Number ( )   |       |       |     | Total    | Price     | Dollar |
|--------------------|-------|-------|-----|----------|-----------|--------|
| Size               | Color | Sepia | B&W | Quantity | Each      | Totals |
| 4x6                | ( )   | ( )   | ( ) | ( )      | x \$5.00  | _____  |
| 5x5                | ( )   | ( )   | ( ) | ( )      | x \$10.00 | _____  |
| 5x7                | ( )   | ( )   | ( ) | ( )      | x \$10.00 | _____  |
| 8x10               | ( )   | ( )   | ( ) | ( )      | x \$15.00 | _____  |
| 11x11              | ( )   | ( )   | ( ) | ( )      | x \$30.00 | _____  |
| 11x14              | ( )   | ( )   | ( ) | ( )      | x \$30.00 | _____  |
| 16x16              | ( )   | ( )   | ( ) | ( )      | x \$50.00 | _____  |
| 16x20              | ( )   | ( )   | ( ) | ( )      | x \$50.00 | _____  |
| <b>Image Total</b> |       |       |     |          |           | _____  |

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| Image Number ( )   |       |       |     | Total    | Price     | Dollar |
|--------------------|-------|-------|-----|----------|-----------|--------|
| Size               | Color | Sepia | B&W | Quantity | Each      | Totals |
| 4x6                | ( )   | ( )   | ( ) | ( )      | x \$5.00  | _____  |
| 5x5                | ( )   | ( )   | ( ) | ( )      | x \$10.00 | _____  |
| 5x7                | ( )   | ( )   | ( ) | ( )      | x \$10.00 | _____  |
| 8x10               | ( )   | ( )   | ( ) | ( )      | x \$15.00 | _____  |
| 11x11              | ( )   | ( )   | ( ) | ( )      | x \$30.00 | _____  |
| 11x14              | ( )   | ( )   | ( ) | ( )      | x \$30.00 | _____  |
| 16x16              | ( )   | ( )   | ( ) | ( )      | x \$50.00 | _____  |
| 16x20              | ( )   | ( )   | ( ) | ( )      | x \$50.00 | _____  |
| <b>Image Total</b> |       |       |     |          |           | _____  |

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