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[www.mjsphotostudio.com](http://www.mjsphotostudio.com)

Congratulations on your recent celebration and may an abundance of happiness always surround you. The following information is to help you choose your pictures and design your personalized digital album and parent albums.

### **Viewing and Ordering Album Proofs**

Once your images are online for viewing we will send an email notifying you. To see them, just go to [www.weddingportraitimages.com](http://www.weddingportraitimages.com). On the homepage, enter your maiden name or married name, then click on search now. The following steps will help guide you through the process of ordering your albums and prints.

### **Ordering Your Album**

We have found that many clients after viewing their images need to add additional images to your package, since every album is custom designed you will need to add those images before it comes back to us to go to the design team. Some clients choose their images then call us so they have the number they want in their album before coming to us for pricing. We have many options available to you for upgrades and adding images including 0% interest and 90 days to pay.

You must have the correct amount of images in your album production form in order for us to create your album and design. As a hint remember, if you are designing your own album keep your images in sequential order. Remember any book you read always has an opening, middle, and an ending. You may choose to start with something as simple as your invitation or a picture of you and/or your spouse. Remember your opening is foreshadowing to the rest of your album. Next, use your dressing shots, if you are using traditional choices of one large image to a page and four small images, use four to a page. This is where you should include images of the bride and her bridesmaids, mom and dad. Your images will then move to the bride arriving at the church. The groom is then introduced to the reader; this can be done with one large image or four small images. The ceremony is next followed by the park group portraits and finally the reception. Keep it in order, the entry, toast, dance, cake, garter, etc. Your final image should be a closing image, one capturing the spirit of the album. For other events the sequential order still holds true, although you will have different stages than a wedding. If you do not know which package you have purchased you can see on your original contract how many images you have in your original purchase. This number is captioned on the first line under albums above your parent album information. Otherwise, please email [albumorder@mjsphotostudio.com](mailto:albumorder@mjsphotostudio.com) and we will send you your package information.

\*\* Digital designs sizes vary based on the custom design templates.

Great news, MJS Studios in a collaborative effort with its design team has an unbelievable new service for you. We will use our expertise of over 60 years and over 39,000 weddings and other events and albums to digitally design and enhance your album for you absolutely FREE.

NO more deciding on what image goes on what page!

NO more deciding on which image comes first!

NO more hour after hour of teeth clenching stress!

Our professional designers will create a beautiful album design just for you, which includes; black and white, sepia, custom backgrounds and custom design templates. Pick your image numbers and we will do the rest.

You will still have final approval and you can make any changes before your design goes to print. If you love the design, you pay just \$300. There is no obligation. If you choose to sequence your own images with our basic design, we will gladly change your digital design to match your exact specifications. Your design will be yours to keep if you later decide to purchase another album for your parents.

What are you waiting for, you get

- a professionally digitally designed album for free, including black and white images, sepia, landscaping, backgrounds, custom design templates and much more.
- stress-free decisions on image sequencing
- no obligation to purchase
- final approval and unlimited changes if you decide to purchase

You supply the LOVE, we provide the VISION, and your STORY will be told!

The attached order forms are for your complete order. You can fill out this form online and email it back to us; or print it out and mail or fax it to our office:

300 Enterprise Lane. Colmar, PA 18915 Attn: Production

Fax Number: 215-822-7089 Attn: Production

- Fill out your main album image numbers
- Fill out your parent album image numbers
- Fill out your additional portrait and prints

\*\* Please allow 2 weeks for design

1. **REMEMBER: When ordering for your album, parent albums, and/or prints please take care to choose the images you want by image number. This is the first three or four digit number shown on the image. NOT THE JPG NUMBER, which is the second set of numbers.**
2. Our professional design team will create the layout from your choices, a design viewing template will be sent to you via electronic mail for you to make any changes and have final approval on the images and design layout before your order goes to print. **Parent albums and portraits are not reviewable as they are traditionally one image to a page.**

**Ordering Your Parent Albums (Remember you are welcome to add a duplicate 5x5 album of your main album to replace your parent albums at \$150 per album). This would include all of the images and pages you have in your 10x10 album with your custom design.**

If your package includes parent albums, then you need to choose your images and write them in the production form as instructed above. Depending on your package, you will choose 10 (ten) or 20 (twenty) images for each parent album. If you do not know which package you have purchased this information is available on your contract, it will say ten or twenty images next to your parent album line; otherwise please email [albumorder@mjsphotostudio.com](mailto:albumorder@mjsphotostudio.com) and we will send you your package information. Our parent albums range in size from 4x5 images to 10x10 images, and can be designed as well. You may also order an additional main album for your parents if you so choose. Many of our couples use this as a way to thank their parents for purchasing their wedding photography.

## **Ordering Your Included Prints**

If your package included additional 4x5 or 4x6 prints, then you need to choose those images and order them using the attached production forms. All other larger size prints (5x7, 11x14, 16x20, 20x24) should be ordered on the attached production form below the parent album choices on page 2. Depending on your package, you may or may not need all of the mentioned print sizes to complete your order. It is very important that you take care in choosing the correct images for the correct sizes. This will insure that you receive the correct images and the correct sizes. If you do not know which package you have purchased, please email [albumorder@mjsphotostudio.com](mailto:albumorder@mjsphotostudio.com) and we will send you your package information.

## **Ordering Additional Pictures**

Many customers once they view their beautiful images decide to purchase additional prints as gifts for their bridal party or their parents. If you would like to purchase additional prints, full resolution CD's, DVD slideshows or other great gifts, please email [production@mjsphotostudio.com](mailto:production@mjsphotostudio.com) to order and view the prices.

**Choosing Your Album Design we suggest you go to [www.mjsphotostudio.com/order](http://www.mjsphotostudio.com/order) before we create your design.**

MJS Studios is a full service design studio, creating extraordinary digital layouts and designs to meet and exceed all of our customer's expectations and wishes. Please visit our website to experience the latest in technologically advanced digital design. If you are using our digital design team; they will email you the final product before it goes to print. Remember any text, overlays, or panoramic images can be changed. Template choices can also be changed. Our designers are here to accommodate your needs.

Once your album is completed and approved, everything will be ordered and shipped together.

## **Extremely Important:**

- 1. PLEASE KEEP A COPY OF ALL YOUR ORDER FORMS!**
- 2. PLEASE MAKE SURE YOU RECEIVE A CONFIRMATION EMAIL THAT WE HAVE RECEIVED YOUR ORDER!**

Please call us if we can help. The number is 1-800-274-3256 extension 109.

Thank you for the privilege of participating in your special day.

MJS Studios  
Production Department