

2024 Photo Day

Online and Envelope Order Instructions

Dear Parents and Students of Trinity Primary School,

Your school photo day is on 25-03-2024 and your school has chosen to order via online and/or envelopes which has been or will be distributed to every student. Therefore, it is important that the ordering instructions below are followed, and all students are photographed regardless of purchase.

**** IMPORTANT PLEASE NOTE – ONLINE ORDERING FOR SIBLING PHOTOS WILL CUT OFF ON 24-03-2024 ****

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: [Click Here](#). - For online ordering process for your school - OR - Go to www.advancedlife.com.au before photo day and enter your school code [PVT HWY BVL]

Step 2: Enter your student's details

Step 3: Choose the package that best suits your needs (*all orders will be delivered to the school for collection*)

Step 4: Pay for the photos via the shopping cart (upper right corner of the page)

****Online Orders have a 1.5% merchant fee applied when using Visa, Mastercard or PayPal.**

Please note: If you miss photo day, portrait and group packages can still be ordered online for 7 days afterwards with no late fees. After that time, late orders will require separate processing and handling and therefore will incur a \$15.00 late fee per package.

FAMILY / SIBLING PHOTOS: No envelope required if ordering online

3 EASY STEPS TO ONLINE SCHOOL PHOTO ORDERING

- Go to www.advancedlife.com.au before photo day and enter your school code [PVT HWY BVL]
- Family/Sibling photo orders online close on [24-03-2024]
- Orders can be placed by returning an envelope up until photo day with exact cash amount. (*no change given*)

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 section for student details on the front of the 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

Please Note: A portrait and a class group photograph will be taken of every student at the school, regardless of purchase. Photographs of your children taken as part of a class group are only permitted to be distributed within their own class. Your child's name will appear on the class group photo. If you **DO NOT** wish your child to be photographed, please contact your school office with your instructions prior to Photo Day.

Please feel free to contact us via email or phone should you have any queries regarding your child's school photo order.

info@advancedlifevic.com.au or 03 9852 1133

Advancedlife Team