

MEMORIES ARE CAPTURED

Thank You for Your Order

Please:

- Order early
 - Mail to Commencement U.S.A.
 - Include Shipping and Sales Tax, and late handling charges. if applicable
 - Print Students name on form and check
- For Picture information - www.CommencementUSA.com
 E-mail: CommUSA@sbcglobal.net
 Keep this back page for file and reference

Send Special Requests

To: CommUSA@sbcglobal.net
 Include a note with your order or call:
 HOT LINE (707-330-2698)
 7:00 PM - 9:00 PM Weekdays

PREVIOUS YEARS AVAILABLE

We are pleased to accept orders for past graduations for up to 10 or more years.
 Please request special order forms for this purpose. See above for contact information

Limits of Liability

is that of a refund of the amount paid, less applicable postage and handling.

Special Handling Charge

Bank return check charges..\$10.00
 Notification of non-payment of sales tax or postage, or lack of school name. \$3.00



Picture Frame Plaques for 8x10 prints are only \$32.95 ea.



11 X 14 Diploma Plaques for 8 1/2 x 11 are Now only \$29.95 each.

MAIL YOUR ORDER TO COMMENCEMENT U.S.A.

This mailing label is for Foreign or complex addresses.
 Please cut and return it with your order

COMMENCEMENT U.S.A.
 P.O. Box 2894
 Fairfield, CA 94533 TO: _____

**COMMENCEMENT U.S.A. 1973-2009
 DEDICATED TO SERVE**

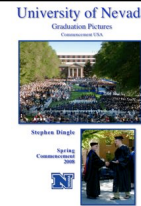
12 X 18 POSTER* ORDER SECTION

1st POSTER AT \$29.95 \$ _____
 EACH ADDITIONAL \$20.00 \$ _____

*Available **only** with regular order.
 Includes Postage and Tax. Poster Design will vary. from that shown.

TOTAL \$ _____

PLEASE INCLUDE NAME: _____
 AND MAJOR AND/OR _____
 DEGREE TO BE ON PICTURE. _____



**DIPLOMA PLAQUES,
 GRADUATION PICTURE FRAMES,
 TASSEL PICTURE PLAQUES**



14" x 17" Tassel Picture Plaques for 8 x 10 are now only \$44.95 ea.
 With brass plate for engraving & Numerals

**ORDER FORM FOR PLAQUES
 & FRAMES**

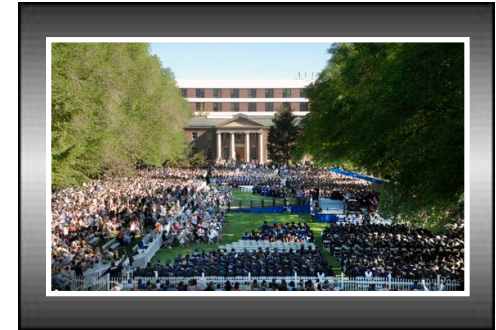
- A. DIPLOMA PLAQUE** TOTALS
 QUANTITY-Cherry Marble @29.95 \$ _____
- B. PICTURE FRAME PLAQUE**
 QUANTITY-Cherry Marble @32.95 \$ _____
- C. **SMALL PICTURE TASSEL-FRAM**
 Mahogany
 QUANTITY - Burl Black @27.95 \$ _____
- D. LARGE PICTURE TASSEL-FRAME**
 Mahogany
 QUANTITY - Burl Marble @47.95 \$ _____
- SUB-TOTAL OF PLAQUES AND FRAMES \$ _____
 Add Applicable Sales Tax here \$ _____
 For applicable sales tax see other side
- Shipping for items A-C / USA each \$7.25 \$ _____
 Shipping for item D / USA each \$8.50 \$ _____
 TOTAL OF PLAQUES AND FRAMES \$ _____

Plaques are shipped only within U.S.A.
 Pictures, Diplomas and Tassels are not included

*PLAQUES AND FRAMES WILL BE SHIPPED SEPARATELY** SMALL TASSEL FRAME TAKES 5 X 7 PRINTS.
 BY PARCEL POST 6-8 WEEKS FROM ORDER DEADLINE.

**YOUR COMMENCEMENT
 MEMORIES**

PICTURE-PLAQUE-POSTER ORDER FORMS



Tassels should be moved away from the audience side when approaching the stage and replaced as the school designates when leaving the stage.

Many of the photographs, which are undeliverable, are due to hair or tassels blocking the face. Others are missed when graduates have their back to the audience.

Hair should be styled or placed over the shoulder so it will not block the face from the camera's view when proceeding across the stage.

Congratulations and Best Wishes...

COMMENCEMENT U.S.A.
 P.O. Box 2894 Fairfield, CA 94533

E-mail: iCommUSA@sbcglobal.net
www.commencementusa.com

ORDER FORM

****THE OVERALL VIEW IS AN 8 X 10 PICTURE OF THE GRADUATION CEREMONY SCENE**

SPECIAL GRADUATION PACKAGES		PRICING	QUANTITY	TOTAL
PKG A	Enhanced High-Res Image Files of the "Graduate Only" ***	\$30.00		
PKG B	4 Individual 8 x 10 prints and 2 Overall Views	\$49.00		
PKG C	2 Individual 8 x 10 prints and 1 Overall View	\$31.00		
Additional Individual 8 x 10 prints with PKG A thru C ORDERS		\$9.00 each		
PKG D	6 Individual 5 x 7 prints and 3 Overall Views	\$49.00		
PKG E	4 Individual 5 x 7 prints and 2 Overall Views	\$38.00		
PKG F	2 Individual 5 x 7 prints and 1 Overall View	\$23.00		
Additional Individual 5 x 7 prints with PKG D thru F ORDERS		\$6.00 each		
WALLET SIZE PRINTS --WITH ORDERS OF ANY OTHER SIZES.		FIRST 8-----12.00		
NOT AVAILABLE SEPARATELY		EACH ADDITIONAL 8---8.00		
ALA CARTE ORDERING "INDIVIDUAL PRINT ORDERS"				
Individual 5 x 7	2 / \$15, 3 / \$21	each additional	\$7.00	
Individual 8 X 10	1 FOR \$15.00, 2 / \$25, 3 / \$30	each additional	\$10.00	
EXTRA OVERALL VIEW PRINT ALREADY INCLUDED IN PACKAGES B-F			\$7.50 EACH	
DIGITAL FILE-WITH ORDERS OF ANY SIZE		\$30.00		
OFFICE USE ONLY PGS.09	SUB-TOTAL FOR ABOVE ORDER IS -----			\$
	**ADD sales tax here ONLY for California 8.25%			\$
	*ADD shipping charges Postage in U.S.&Canada \$6.00 <input type="checkbox"/> Foreign \$10.00 <input type="checkbox"/>			\$
	After July 9th. ADD \$5.00 Late Charges, if applicable (see late order note)			\$
	ADD Poster and/or Frame/plaque order before making out check.			\$
CHECK FOR TOTAL OF ALL ABOVE ITEMS:				\$

Reorder forms will be included with all orders sent.
PLEASE FILL IN ALL INFORMATION BELOW
PLEASE PRINT CLEARLY TO AVOID ERRORS IN ADDRESSING.

Thank you,

CEREMONY DATE / YEAR

___/___/09

SHIP AFTER:

CUSTOMER CODE

OFFICE USE ONLY



SHIP DATE

SHIP CHECK-OFF

IMAGE #

GRADUATES NAME: _____
UNIVERSITY OR SCHOOL: _____
MAIL TO: (NAME) _____
ADDRESS _____
CITY: _____ STATE: _____ ZIP _____
TELEPHONE: _____
E-MAIL ADDRESS: _____

(CIRCLE ONE)-BS/BA/MS/MA/JD/LLD/DVM/MD/MBA/PHD/RES/ OTHER _____
PLEASE WRITE THE GRADUATES NAME AND SCHOOL INITIALS ON YOUR CHECK
MAIL YOUR ORDER DIRECTLY TO COMMENCEMENT U.S.A.



(KEEP THIS PORTION FOR REFERENCE)
PLEASE READ BEFORE COMMENCEMENT

PLEASE READ BEFORE COMMENCEMENT

GENERAL INFORMATION

As the ORIGINATORS of commencement photography, 2009 is our 36th consecutive year of dedicated professional quality service to parents and graduates at the major Universities, Colleges and High Schools in the West. Pictures are usually available from the past 10 years of schools we have done. You can be assured of the finest picture possible. A candid color image will be taken of every graduate, as their degree or diploma is presented.

There are only few major joyful events in a lifetime; a Baptism, Bar Mitzvah, Graduation, Wedding, and receiving a Degree or Diploma, and they are of growing importance in one's life. It has been important to us as photographers to have the opportunity to be the recorder of these moments that are so meaningful.

DELIVERY

PRINT ORDERS WILL BE SENT BY FIRST CLASS MAIL. If you will not be around after graduation, there is a block for you to specify a date on which to send your order. Most 'on time' print and digital file orders will be shipped between July 5th and July 25th, Posters a short time later. PLEASE SEND US A NOTE IF YOUR ORDER WAS PLACED ON TIME AND HAS NOT ARRIVED BY AUGUST 1st. Slightly late orders will be processed as possible on this same schedule. Very late orders will be held for the second printing in September.

REGARDING DIGITAL FILES.

*** The Enhanced Image File*** is a .jpg computer file of the graduate only. The enhanced file includes image retouching and formatting to 1-8x10 and 2-5x7, which can be printed at home or at any photo-lab. "This doesn't include printed pictures."

Digital files will be sent to your email address, so please also attach a clearly readable email address to assure delivery. We will send a disk within USA of the digital file on request and a payment of shipping fee of \$6.00 added to your payment.

ORDERS WILL BE ACCEPTED UP TO A MINIMUM OF 4 YEARS following graduation, but we claim no liability should we not retain files. Orders postmarked after July 9th of the graduation year are considered as late orders and require a \$5.00 late handling charge or a minimum order of \$25.00. (\$5 of either is non-refundable.)

LATE ORDERS ARE SCHEDULED FOR PRINTING IN SEPTEMBER. We will, however, attempt to integrate them into our first printing schedule. New orders and reorders postmarked after September 4th of the Commencement year require a \$5.00 late handling charge. After Dec. 31st of the year of graduation, call or email for a new LATE ORDERING FORM.

GUARANTEE

We guarantee the quality of the pictures and our delivery schedule as listed. We do not warrant personal interpretation of the expression, body language etc of the individual graduate, nor any camera angles required by the particular school. 95% of the pictures we do are very good to excellent. An IMMEDIATE refund for all "individual prints" without exception if the quality of the pictures are unsatisfactory, beyond the above warranties. Refunds will not be made for "Overall Views" or shipping charges. A return authorization (RA) is required for pictures or plaques and no liability or refund is otherwise assumed for product or other costs incurred if returned without authorization. You may email for return authorization form.