



# Picture Day is coming!

## Picture Day is \_\_\_\_\_

We have made it easy for you to place your portrait order online and support your school! A portion of the proceeds of every order placed on or before Picture Day are returned to your school to support fundraising efforts. Just follow these simple steps:



1. Scan the QR code or go to [www.coffeepond.com](http://www.coffeepond.com) and click on the big red button that says "Order School Portraits and shop our exclusive products".
2. Using the drop-down menu, select the city and state where your school is located, then select the name of your school.
3. Enter your child's information, including full first name (as it appears in the school's registry).
4. Select your packages and add them to your cart.
5. If you have more than one child attending this school, click "Order for Another Child" and repeat the steps above.
6. Once you've added packages to your cart for all your children, you're ready to check out! Follow the prompts to enter your contact and billing information. Once all your information has been entered and you've reviewed your order, just be sure to click "Submit Order"!



Orders placed after Picture Day may be subject to a \$7 handling fee.