

Tom McCall Photography, Inc.

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Album Ordering Checklist

To help you with the ordering process for albums and extra photos, please fill out this checklist before sending us the proof books for processing. Remember, we are a small studio and work on a first-come, first-served basis. We will do everything possible to process order in a timely manner but please bear in mind that there may be several orders ahead of yours and Tom may be in the midst of the busy wedding season.

1. Please make sure that you tick off only the photographs that you want to order in the appropriate columns. We only print 4x6, 5x7, 8x10, and 11x14 sizes. If you have a special request for other sizes, please call us and we will be happy to try to help you.
2. We recommend that you fill out the order forms in pencil. Please be sure to thoroughly erase all marks or ticks on the order form you don't want. You can also cross out a mistake or write cancel on it. Otherwise, we will assume that all markings on the pages are for photographs.
3. Please make sure to fill out the order forms in the proof books and return them to us. If you prefer not to send the proof books, you can write down the negative number (found on the back of each proof) and send that to us with the appropriate size and description. We strongly recommend not doing this for accuracy and efficiency reasons.
4. If you have any questions, please call Tom or Samantha at 410-770-9695.