

# MSHAZI PHOTOGRAPHERS ORDER FORM

5th Floor Smarthxchange  
5 Walnut Road  
Durban  
4001  
(Next to the ICC Arena )



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Sandile: 0828239599  
[info@mshaziphotographers.co.za](mailto:info@mshaziphotographers.co.za)

Ck No: 2009/110767/23

## **DEAR GRADUATES.**

**Congratulations on your academic achievements.**

**Please note that Mshazi Photographers have been appointed as your official photographer by your institution.**

## **KINDLY TAKE NOTE OF THE FOLLOWING POINTS**

1. Do not bring your private or freelance photographer, they will not be allowed on the premises.
2. Due to security reasons graduates are encouraged to pay for their graduation packages before the graduation. Payments can be made at the bank/ via EFT, banking details are on the bottom of the order form. (Page 2)
3. Graduates who pay via EFT are requested bring the proof of payment to Mshazi Photographers registration desk during the graduation day. (There is no need to email, fax or send proof of payment/ receipts).
4. **Due to logistics reasons packages do not come with frames but they are available for sale from our studio's.**
5. Office hours are as follows Mon-Frid 08h00-16h00, Sat 08h00-13h00, Sundays & Public Holidays we are closed.
6. Graduates are requested to have their documents/ receipts when doing enquiries for their orders.
7. **Invoices / Receipts should be kept safe since they are required during your order processing and collection.**
8. No orders will be accepted without full payment.
9. Graduates that have requested their packages to be posted please note that packages will be posted via Registered mail and the tracking numbers will be sent via sms or email to you once your packages has been accepted by the post office.
10. Family / studio photographs will be taken 3 hours before the graduation and again after the ceremony graduate
11. **Packages that are not collected from the post office within 30 days will be sent back to us and the client that did not collect his/her packages will be responsible for the expenses involved.**
12. Please allow 21 working days to process your graduation orders.

## **THE FOLLOWING PACKAGES ARE AVAILABLE TO ORDER**

PACKAGES	DESCRIPTION	PRICES
PACKAGE A	1 x A4 (20X30cm) Official Stage Hood Photo Print	R350
	1 x A4 (20X30cm) Official Stage Hand Shake Photo Print	
	1 x A4 (20X30cm) Studio Single Photo Print	
	1 x A4 (20X30cm) Studio Family Photo Print	
PACKAGE B	1 x Disc with your Grad High Res Digital Photo's	R350
PACKAGE C	Packages A+B	R500.00
PACKAGE D	1 x A4 (20X30cm) Official Stage Hood Photo Print	R300
	1 x A4 (20X30cm) Official Stage Hand Shake Photo Print	
	1 x A4 (20X30cm) Studio Single Photo Print	

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INVOICE  
Number

DEAR GRADUATES HAND COMPLETED FORM IN WITH PAYMENT ON YOUR GRADUATION DAY

STUDENTS NAMES: .....SURNAME.....

POSTAL ADDRESS: .....  
.....POSTAL CODE.....

TELEPHONE (WORK): .....(HOME).....

CELL: .....EMAIL.....

INSTITUTION NAME: .....

GRADUATION DATE: .....TIME.....

SIGNATURE: .....DATE.....

SELECT PACKAGE: PACKAGE A

PACKAGE B

PACKAGE C

PACKAGE D

PACKAGE E

All Packages will be sent via Registered Mail unless when paid for Courier.

 

National Registered Mail

R50.00

INTERNATIONAL REGISTERED MAIL

R250.00

NATIONAL DOOR TO DOOR COURIER

R200.00

BRANCH	ACCOUNT NUMBER	ACCOUNT HOLDER	INSTITUTION
200913	62230915251	MSHAZI PHOTOGRAPHERS	

Please use your contact number & your Institution Abreviation as your reference. Example (0828239599 Ocean