

Ordering Instructions

Last Updated Thursday, 07 August 2008

The following are online ordering instructions for couples who have purchased a wedding package through Bill Norton Creative.

*** These instructions only apply to couples who have purchased a package and not to individuals wanting to order prints from a wedding***

- To use online ordering, you must create an online account first.
- Each item being ordered (i.e. Wedding Book, Enlargements, etc.) must be placed as individual orders. If ordering a Wedding Book or Video, please indicate in the comment section.

{tab=Ordering Photo Units}

Enlargement Using Ala Carte photo units

Each Ala Carte option that you use is equal to 20 photo units (See chart below to see breakdown of photo units). Since the online system is based on money, each photo unit has an assigned value of \$9. As a result, one (1) ala carte option is equal to \$180 (20 photo units x \$9 = \$180). If you are using more than one Ala Carte option for enlargements, then multiply the number you are using by \$180 to get the total value for ordering prints. As an example, 3 Ala Carte options equals \$540 (3 options x \$180 = \$540).

To order prints, enter your gallery and navigate to the picture you desire. Use the drop-down menu next to the print you want to order. Select the photo size and quantity, plus any other instructions such as black or white, plus any comments

such as cropping, etc. Add the photo to the "shopping cart." You will know when you have hit your limit of 20 photo units when the running "Shopping Cart" total at the top of the page reaches \$180. When finished, submit the order and skip the payment and shipping option since your package is already paid.

Photo Units

- 4 - wallets (2.5" x 3.5" w/rounded corners) = 1 unit
- 3 - 4"x6" = 1 photo unit
- 1 - 5"x7" = 1 photo unit
- 1 - 8"x10" = 2 photo units
- 1 - 11"x14" = 4 photo units
- 1 - 16"x20" = 6 photo units
- 1 - 20"x30" = 9 photo units

{tab=Ordering Wedding Book}

The bound, coffee table style wedding book requires usage of three (3) Ala Carte options.

Please note the following things about Wedding Books:

- The Wedding Book can contain up to 120 photos. Please indicate in the comments section if you are not selecting all of your photos and want Bill Norton Creative to fill-in the remainder of the photos.
- A Parent's version of the Wedding Book which is the same photos and layout, but slightly smaller in size requires one (1) Ala Carte option. Please indicate in the comments section if you want additional copies for your parents.
- If you want a Parent's version that is a different layout than the couple, it requires use of two (2) Ala Carte options. If using this option to create a different book, it must be submitted as a separate order from the couple.
- Please note in the comments section if you do not want Bill Norton Creative to include some of your images as black and white or sepia photos.
- Please indicate if there is a specific photo you desire for the book cover.

To select photos for your book, enter your gallery and navigate to the picture you desire. Use the drop-down menu next to the print you want to order. Select "Book/Proof Selection." Add any other instructions such as black or white. Add any comments such as cropping, etc. Add the photo to the "shopping cart." You will know when you have hit your limit of 120 photo units when the running "Shopping Cart" total at the top of the page reaches \$120. When finished, submit the order and skip the payment and shipping option since your package is already paid. Please make sure you include in the comment section that it is a "Wedding Book" order.

{tab=Ordering 200 Proofs w/album}

The Ala Carte option to receive 200 4" x 6" proof prints with an album requires usage of one (1) Ala Carte option.

*** Please note that proofs are not edited images. They are printed as the original images that were photographed. ***

To select proofs, enter your gallery and navigate to the picture you desire. Use the drop-down menu next to the print you want to order. Select "Book/Proof Selection." Add the photo to the "shopping cart." You will know when you have hit your limit of 200 photo units when the running "Shopping Cart" total at the top of the page reaches \$200. You may order more than one copy of a selected photo if you desire several copies. When finished, submit the order and skip the payment and shipping option since your package is already paid. Please make sure you include in the comment section that it is a Proof Album.

{tab=Ordering Wedding Photo Montage Video}

The Wedding Photo Montage Video requires use of two (2) Ala Carte options. The video can contain up to 200 photos from the wedding and is set to music.

To select photos for the video, enter your gallery and navigate to the picture you desire. Use the drop-down menu next to the print you want to order. Select "Book/Proof Selection." Add the photo to the "shopping cart." You will know when you have hit your limit of 200 photo units when the running "Shopping Cart" total at the top of the page reaches \$200. When finished, submit the order and skip the payment and shipping option since your package is already paid. Please make sure you include in the comment section that it is a Wedding Album. In addition, please include in your comments the titles of any songs you want used for your video.

{/tabs}