



AUBURN UNIVERSITY

OFFICE OF COMMUNICATIONS
AND MARKETING

Dear Graduate:

Thank you for purchasing the "Cap & Gown" portrait package. If you are interested in ordering additional prints, please mail us this form along with a check payable to Auburn University. Below are the sizes and their corresponding prices. Pictures will be mailed within three to four weeks after we received your order. Please write your name, address and indicate the pose you want to order in the area provided below (Samford Hall, bookcase, or blue portrait background).

Pose	Size	Quantity	UNIT PRICE	AMOUNT
Year of graduation _____				
Semester (<u>circle one</u>): Fall Spring Summer				
Pose:	2x3 (set of 4)		6.50	
Pose:	4x5 (2)		10.00	
Pose:	5x7		8.50	
Pose:	8x10		12.00	
Pose:	11x14		30.00	
Pose:	16x20		60.00	
Name:		Sub-Total		
Address:		8% Sales Tax (Alabama residents only)		
City, State, Zip:		Postage		3.00
Phone:		Retrieval Fee		5.00
Insurance through U.S. Postal Service (valued up to \$50.00)				1.65 (optional)
TOTAL				

Your order must be received within **two weeks of the postmarked date** on the envelope to avoid the \$5.00 retrieval fee. For more information, please visit our website at www.auburn.edu/photo. Thank you for your business.

Sincerely,

Jeffrey D. Etheridge
AU Photographic Services