



Dear Valued Customer,

We've tried to make ordering as easy as possible and have thus written this walkthrough to facilitate you with the ordering procedure.

The order form can be completed electronically or manually by simply completing all the fields and submitting it by email or faxing it to us.

## **HOW TO ORDER:**

**Contact Sheet** – The page(s) that contain all the images. It is headed with the **Horse's Name, Race Number & Season**. Each image has its own unique reference number which can be found directly below the respective image.

1. Start by simply entering today's date, followed by your **contact details, postal address, horse's name, victory date, race number & season**.

2. After you have viewed the pictures on the contact sheet, simply **write down** the **reference number(s)** of the pictures you like best in the allocated **reference column**.

3. Decide if you would like to have your pictures designed into a **collage** or just kept as **photographic prints**.

Simply check the appropriate box or boxes if you want a collage, prints or both.

### **3.1 Collages are fun as well as fantastic to look at!**

They can be framed in an **elegant custom frame** with or without a bevel mount or framed in our **standard light gold aluminium frame** or left **unframed** for you to add your very own frame or even **laminated for an album**.

**Prints are great too!** Order prints and insert them into your very own photo album or frames.

Ensure to check the COLLAGE box or PRINTS box or both if you would like to order a Collage, Prints or both respectively.

#### **3.1.1 COLLAGE**

Check the box, choose a SIZE, choose a TYPE and specify the QUANTITY.

#### **3.1.2 COMMENTS / EXTRA NOTES**

Here, please specify which of the image(s) you would like to be prominent in your collage.

Also, please specify if you require postage, a special caption, anything you require or request.

#### **3.1.3 PRINTS**

Check the box, choose a SIZE and specify the QUANTITY.

4. Please be sure to read the TERMS & CONDITIONS footer and check the box.

All that's left to do, is simply click the **"Submit by email"** button if you completed the order form electronically or fax it to us if you completed it manually.

**Take the time to have a look through our EXAMPLES document at all the exciting products & services we can offer you! And we look forward to photographing your next winner!**

Kind regards,  
Equine Edge

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