

# PROOF ONLINE ORDERING GUIDE

Make parents happy · Remind them to order by the due date to avoid late fees

## ORDER ONLINE

ORDENA EN LÍNEA

These proofs are intended for viewing purposes only. Your finished portraits will be color corrected, cropped, and of professional photographic quality. Pictures will appear online 48 hours after picture day.

FOLLOW THE STEPS BELOW TO PLACE YOUR ORDER ONLINE

REFERENCE #

The reference number is needed to complete the proof online order process.

DUE DATE

Order by due date and receive pictures with classmates (and no late fee!)



test test  
Harmann Test School  
Gr: UNK Tr:  
Room:  
Ref#: 530186

Reference #



Scan here to place order

FOR BEST PRICE, PLACE ORDER BY:  
PARA EL MEJOR PRECIO, PIDE SUS FOTOS ANTES DEL:

\* 10/7/24 \*

Orders placed after date above will be delayed by up to 8 weeks and may have additional fees.  
Los pedidos realizados después de la fecha anterior se retrasarán hasta 8 semanas y pueden tener cargos adicionales.

Step 1: To order, go to [harmann.com/ordering](http://harmann.com/ordering) or scan QR code.  
To request a retake, see instructions below.

Paso 1: Para ordenar, vaya a [harmann.com/ordering](http://harmann.com/ordering) o escanee el código QR. Para solicitar una repetición, vea las instrucciones a continuación.

Step 2: Enter password:

HERITAGE2024

Paso 2: Escriba la contraseña.

Step 3: Enter reference number located above.

Paso 3: Ingrese el número de referencia ubicado arriba.

If you do not have the ability to pay online, please call Harmann Studios for other payment options.  
Si no puede pagar en línea, favor de llamar a Harmann Studios para otras opciones de pago.

INSTRUCTIONS FOR REQUESTING RETAKES: If you choose to do a retake you MUST go online to request one by the order by date above.

Please type in to your internet browser: [www.harmann.com/retakes](http://www.harmann.com/retakes) or scan retake QR code.

INSTRUCCIONES PARA SOLICITAR REPETIDAS: Si elige hacer una repetición. DEBE conectarse en línea para solicitar una en el orden de la fecha anterior.

Escriba en su navegador de Internet: [www.harmann.com/retakes](http://www.harmann.com/retakes) o escanee el código QR de recuperación.



Retake

NEED RETAKES?

YOUR SCHOOL CODE

ONLINE STEPS

Harmann  
STUDIOS  
[harmann.com](http://harmann.com)

Questions? / Preguntas?  
Please call Harmann Studios  
1-800-236-8910

P. 1

LATE POLICY

Parents will probably contact you first if pictures are not received.

Please note the due date listed above and remind parents of that deadline through emails, website posts, social media, and or daily announcements to encourage families to submit their orders on time.

Orders received after the due date are processed separate from orders received by the due date and on a monthly schedule. Therefore, orders submitted after the due date could take anywhere from 4 to 8 weeks to be delivered to your school.

QUESTIONS?

Families having trouble ordering online?

Have them call our customer care number.

Thank You!