

Strawbridge Studios

Teacher Report Sheet

School

Teacher

Grade

PLEASE USE THIS SHEET TO TRACK ORDERS TO SERVE AS YOUR RECORD OF PURCHASES.

	Name	Package(s) Ordered	Amount Paid
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			

We appreciate your help with picture day!

TEACHER PREPAY PICTURE PACKET

Included with this sheet are prepay order envelopes. To help parents and families, please distribute these envelopes 5 days prior to your scheduled picture day.

Check List

Before Picture Day:

- Send order forms home with students.
- If possible, send a reminder to each family about picture day.

On Picture Day:

- Line students up in alphabetical order for individual pictures or by height for group pictures with their completed envelope in hand.
- Have students hand their order envelope to the photographer when they have their portrait taken.

PLEASE NOTE:

A Teacher Report Sheet is printed on the front.

This is your record of purchases. Please keep for your records.

Please list only those students who are purchasing portraits.

You will receive a list of orders processed along with the corresponding student packages.



If you have any questions, please contact our Customer Service Department via the Live Chat feature on our website or by emailing us at CService@strawbridge.net.