

**CLIENT INSTRUCTION GUIDE TO ORDERING PRINTS AND MAKING ALBUM PICKS**

- ❖ To see your pictures online
  - Go to [www.walterehomanphotography.com](http://www.walterehomanphotography.com).
  - Click on the "Proofing" page in the main menu bar.
  - Look for your name among the list of clients and click on it.
  - You are now on my Pictage site.
  - Enter your info on the left or if you are a returning client just log in on the right. Don't forget to enter the Event Key that you were given.
  - Enjoy you pictures
  
- ❖ To make an order - Client
  - If you are a client, your package includes print credits and/or several prints (check your contract to see what is included).
  - DO NOT ORDER FROM THE PICTAGE SITE. If you do you will be charged full price and shipping.
  - Look through your pictures online and either make a list of the photo numbers, or make a "Favorites Folder" on the right, or "Add Them to Cart" (DO NOT GO TO CHECKOUT).
  - If you make a list, you can then give or email the list to me along with the print sizes and quantities you want.
  - If you make a "Favorites Folder" I will see your picks but we will need to be in contact for sizes and quantities.
  - If you "Add Them to Cart" you will need to send me your Pictage log in information so I can see your order.
  - If you are a wedding client, I offer "2 for 1 Prints" on my Pictage site. I also offer this if ordering directly through me up to and including 11"x14". This offer does not pertain to prints/print credits included in package.
  
- ❖ To make album picks
  - You will need to make two separate lists. Please label them as "Album 1<sup>st</sup>" and "Album 2<sup>nd</sup>".
  - The "Album 1<sup>st</sup>" list should have 20 of your favorite pictures that you absolutely want in the album.
  - The "Album 2<sup>nd</sup>" list should have 30 or your second favorite pictures. We can normally get most if not your entire 2<sup>nd</sup> list. Please remember you can always add pages to your album if you'd like.
  - Look through your pictures online and either make a list of the photo numbers, or make a "Favorites Folder" on the right,
  
- ❖ To make an order – Family, Friends, or Guests
  - Go to [www.walterehomanphotography.com](http://www.walterehomanphotography.com).
  - Click on the "Proofing" page in the main menu bar.
  - Look for your name among the list of clients and click on it.
  - You are now on my Pictage site.
  - Enter your info on the left or if you are a returning client just log in on the right. Don't forget to enter the Event Key that you were given.
  - Orders through Pictage usually take 7-10 days.
  
- ❖ If you have any questions or difficulties please contact me at 856-720-0089 or [walter@walterehomanphotography.com](mailto:walter@walterehomanphotography.com)