

20-21 SCHOOL PICTURE INFORMATION

Monona Grove H.S.	Sept 2 & 3	School Hours
Glacial Drumlin School	Sept 4	-
Taylor Prairie School	Sept 10	-
Cottage Grove School	Sept 11	-
Winnequah School	Sept 15	-
MG21 & Dist. Office	TBA	-
MGHS Retake/Abs	Oct 1	AM
GDS Retake/Abs	Oct 2	AM
TP Retake/Abs	Oct 8	-
CGS Retake/Abs	Oct 9	-
Winnequah Retake/Abs	Oct 14	-

Summer
All Schools Welcome

Walk-In Studio
School Picture Days

**MGHS,
MG21
GDS, CGS
WIN, TP**

DATE (SUMMER)	TIME
July 15	8AM-7PM
July 16 & 17	8AM-5PM
July 18	10AM-2PM
July 22	8AM-7PM
July 23	8AM-5PM
July 24	8AM-3PM
July 29	8AM-7PM
July 30 & 31	8AM-5PM
Aug 5	8AM-7PM
Aug 6 & 7	8AM-5PM
Aug 8	10AM-2PM

We're now offering **14** studio WALK-IN School Picture days over 4 weeks this summer. Students photographed these days, will not be re-photographed at school in Sept. August 8th will be the last summer picture day available.

Pictures taken may be used for, but not limited to: Principal Album, School Administration System, Transcripts, Transportation, Yearbook, ID Card, Guidance, Office/School use, Food Service. Seniors - photos are not just for ID!

IMPORTANT: School Office & Classroom Teachers will not be collecting picture order forms.

We will be transitioning to an online order option. You have several options for placing an order:

- Complete hard copy order form for each student to hand the photographer when picture is taken
- Mail or hand-deliver to front studio door Drop-Box before picture day. Do not use mailbox for hand deliveries.
- Call (608)839-1700 to place a phone order
- Check to see if on-line Capital School Pictures option is up and running

ID Card: MGHS, MG21, & GDS students will receive 1 free PVC 30ml ID card. ID photo is cropped for ID purposes. If cards are produced instantly, the pose shown may not be the chosen final image. Extra ID's may be ordered at the time picture is taken for \$4. Replacement ID's are available through your school during the year \$5 ea. (subject to change).

Walk-in Picture Days: Please have patience and respect for all current social distancing guidelines. There is construction in the area with cars parking roadside. Do not park on Gaston Rd! Use caution in the area and please watch for pedestrians. Ample lot & grass parking is available close to door. There should be very little wait time if you come prepared and have paperwork completed before picture day. *The last 2 picture days tend to be the busiest.*

Special Needs: Do you have a child who has special needs and would benefit from a quieter environment? You're welcome to call to set up an alternate picture day/time. August 8th will be the last summer picture day available.

Delivery: All final picture packages will be delivered to school ~1 week before Rtk/Abs day. You will need to add \$5 lab/late fee for orders placed more than 1 week after picture is taken. Late orders will be delivered to your home.

At School Picture Days: Students need to report to their scheduled classes. Teachers/advisors will dismiss students to the picture area as their schedule permits. Photos will not be taken before or after school hours. Disposable combs & mirror will be provided. Older students will be responsible for their own hair, appearance, & clothing. There will be esthetic helpers to assist at grade schools for Sept. & Oct. picture days. Contact may be limited, so please send your student to school pressed, dressed, and with any parental instructions.

As always, we're here to serve you, please call if you have any questions or need assistance

www.CapitalSchoolPictures.com

(underclass/event division of skala photography)

2546 W. Gaston Rd. Cottage Grove, WI 53527

(608)839-1700



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20-21
Order Form

Portrait Packages

1	\$39.50	1-11X14* 1-8X10 2-5X7 4-3 1/2 X5 8-2X3 wallets 16-1 1/2 X2 wallets
2	\$18.00	1-5X7 2-3 1/2 X5 4-2X3 wallets 8-1 1/2 X2 wallets
3	\$27.50	1-8X10 2-5X7 2-3 1/2 X5 8-2X3 wallets 8-1 1/2 X2 wallets
5	\$23.50	2-5X7 2-3 1/2 X5 8-2X3 wallets 8-1 1/2 X2 wallets
A	\$11.50	1-8X10
C	\$11.50	4-3 1/2 X5
E	\$11.50	16-1 1/2 X2 1/2 WALLETS
B	\$11.50	2-5X7
D	\$11.50	8-2 1/2 X3 1/2 WALLETS
F	\$16.00	1-11X14
6	\$23.00	Digital Image w/copyright (no prints ordered) List email in notes section
4	\$11.50	2-3 1/2 X5 8-1 1/2 X2 wallets
Retouch XL Blemish/Spot/Soften	12.00	
Retouch Blemish/Spot	7.00	
Name & Year Personalization	4.00	
Digital Image Add-on to Pkg 1-F	13.00	
Extra Class Grp (TP/WIN,CGS only)	5.00	
Extra ID Card (MG/21 & GDS only)	4.00	

* Substitute 1 Item Pkg A-F of your choice for 1 XL or List item in the NOTES section

Picture Days

Please see reverse side

Offices & Classroom Teachers will not be collecting order forms

Please complete 1 order form per student regardless of purchase. Each student will hand their form to the photographer when ready to be photographed or you may mail this form to Capital School Pictures within 1 week of picture day. If hand delivering to the studio, please use DROP-BOX by front door. For home delivery or to place a late order, add \$5.00 and list mailing address in notes section. Picture files will be available up to 1 yr.

Package prices include:

- Sales Tax
- Regardless of package purchase
- 1 Free ID card each GDS & MGHS/21 student
- 1 Free class composite each WIN/TP/CGS student
- Class composites will be delivered to homeroom teachers after all students are photographed ~ 11/1

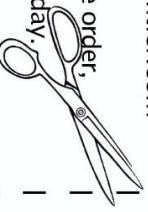
\$3 Color Splash Backgrounds

RED BLUE GREEN PURPLE
Traditional Background is used unless Color Splash ordered



underclass division of Skala Photography
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(608) 839-1700
www.capitalschoolpictures.com
email - capitalschoolpictures@frontier.com

For questions, to place a phone order, or special requests, please call before picture day.



KEEP THIS PART OF ORDER FORM AS YOUR RECEIPT HERE AND ATTACH PAYMENT. STUDENTS WILL GIVE THIS PORTION TO PHOTOGRAPHER or MAIL BEFORE PICTURE DAY

Student Name		School			
Grade	ID#	HRTeacher	Price	Qty	Total
1	Package		39.50		
2	Package		18.00		
3	Package		27.50		
4	Package		11.50		
5	Package		23.50		
6	Package (list email)		23.00		
A	1 - 8X10		11.50		
B	2 - 5X7		11.50		
C	4 - 3 1/2 X5		11.50		
D	8 - 2X3		11.50		
E	16 - 1 1/2 X2 1/2		11.50		
F	1 - 11X14		16.00		
Retouch XL w/soften			12.00		
Retouch Reg.			7.00		
Personalization			4.00		
Add-on Digital Image w/any package 1-F List email			13.00		
Extra ID Card (MG/21 & GDS)			4.00		
Extra Class Grp. (TP, WIN, CGS only)			5.00		
Color Splash <small>circle choice</small> red blue green purple			3.00		
Late Order/Home Delivery <small>**print address below**</small>			5.00		
Amount Enclosed			\$		

NOTES:
Cash, check, or money order
Checks payable to: C.S.P. or Capital School Pictures

(check if applicable)

MOM order DAD order No Order/YRBK only

Abs/Ret Day Late Order/Home Del \$5 Payment w/Sib

Package prices include Sales Tax