



Capturing School Moments

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8 Lefroy Street
North Hobart TAS 7000

Wednesday, 18 November 2015

To: **Mowbray Heights Primary School**

Thank you for booking with MSP Photography for your next school photos.

As agreed your photography date(s) are:

Tuesday March 15 (Kinder) & Thursday March 17, 2016

Please sign this confirmation form and email it back to us at your earliest convenience to ensure that your dates are fixed on our calendar.

We will be requesting your student and staff data and confirming your product requirements approximately 5-6 weeks prior to your photo day, and will be forwarding your student order envelopes shortly after this.

We will send you a photo coordinator's pack with the students order envelopes approximately 3 weeks prior to your photography date. This pack will contain all of the information you will require to successfully co-ordinate your school's photo day.

If you have any questions or concerns, please do not hesitate to contact our office.

Please indicate the earliest date your data will be available (keeping in mind the above points):

Data available: ____/____/____

Name: Adele Styles Date: 19/11/15

Signature: Adele Styles

PLEASE NOTE CHANGE OF ADDRESS TO: 8 LEFROY STREET NORTH HOBART 7000