



Central City Middle School & High School Picture Day is Friday, August 13, 2021

Proofs: About 1 to 2 weeks after Picture Day you will receive a **Proof** of your student's **2 poses**.

The Proof has the **Website** and **Password** to place your order **online**. (Note: All Credit Cards are accepted online, however, some DEBIT cards may not)

If you do not wish to pay with a credit card: **Still place the order online** and select **Cash** or **Check** as the **method of payment** upon checkout. Place cash or check in the **Payment Envelope** that came with your Proof. Write your **Order Confirmation Number** from your online order on the **Payment Envelope**.

If you are **unable to access the internet** to order online, request a PAPER ORDER FORM from school. The Picture Packages you order will arrive approximately **2-3 weeks after the Due Date printed on the Proof**.

Family Plan: When you pay for two children in your family, this qualifies you for a FREE package of equal or lesser value for all other children in your family.

If you qualify for the Family Plan, please email info@pegasus-si.com with the two Order Confirmation Numbers that have been paid in full along with the Order Confirmation Number for the order that is FREE. Please be sure to order and send email prior to the Due Date on the proof to avoid any late fees – Do NOT wait for all student's proofs as deadline dates may vary if they attend another school or are a Retake. Your FREE order is ON HOLD until you email the Confirmation Numbers.

For the 3rd order or more, use payment type FAMILY and click APPLY, then submit your online order.

Retakes: If you prefer to have a retake, you may do so for any reason on Retake Day. Wait until you get your RETAKE Proof to place an order at that time. If you decide to order from your original Proof rather than the Retake, you'll receive a late fee, as it is past the Order Due Date.

Due Date: On your proof is an Order Due Date. If you submit your order AFTER the Due Date, you'll have a \$10 late fee and late orders can take up to 6 – 8 weeks after ordering.

Pegasus School Images

Note to separated or divorced parents: Mom and Dad may receive different PASSWORDS/Proofs as long as your student **tells the photographer: "I need 2 sets of proofs"**
To help your student remember to request this, you may use this Reminder Slip.

ONLY For parents *living separately*: Fill out information below & have your student give this note to photographer while sitting at the camera for school pictures on

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_____ Please provide **TWO Order PROOF FORMS** for:

STUDENT'S NAME: _____ **Grade** _____

to allow Mom and Dad to order separately.