



School _____
 Promotion Reference Number: _____

Receiving	Shipped	Received
Customer Portrait Sittings _____	_____	_____
Value of Portraits Shipped _____	_____	_____

*** Please report any count differences or portrait damages to Heirloom immediately.

SALES	NET SALES (Taxes not Included)	PST	GST/HST	TOTAL
Portrait Sales				
Other				
Less: Refunds				
TOTAL <small>(should match to total net sales amount on Portrait Sales Register)</small>	A	B	C	D

DEDUCTIONS :	NET AMOUNT (Taxes not Included)			
Commission (10% of line A)				
Advertising **				
Postage **				
TOTAL	E		F	G

SUBTOTAL (line D-G) H

Amount Due Heirloom K

Date : _____ **Contact Signature** _____

* GST/HST must be remitted regardless of the amount collected.
 ** Receipts to be attached for advertising and postage claims.

Write your cheque for amount (line K) payable to Heirloom Portraits Inc.

If you require assistance completing this report, call Heirloom at 1-800-263-0946



P.O. Box 444
Schomberg, Ontario
L0G 1T0

Phone: 1(800)263-0946
905-939-0530

Email: info@heirloomportraits.ca

Portrait Handling Instructions

Portrait Arrival Check that all portrait envelopes have been received. The store should telephone the customers to notify them of the arrival of the portraits. It is suggested that a place be arranged where the customers can view the portraits without interfering with normal store activity.

Portrait Sales Locate the customer name on the SALES REGISTER to obtain the portrait bag number. Display the complete package. The total price for the complete package is indicated on the sticker on each bag. If the customer does not want to buy the complete package, determine the number of units desired and look up the price on the PRICE LIST.

Portrait Sales Recording Record the amount on the sticker located on the portrait bag. Deliver the purchased portraits to the customer in the black plastic bags provided. All portrait bags must be returned to the box. If the customer returns on another occasion to purchase additional portraits, record the additional sale on the bag sticker. Record the final sale on the SALES REGISTER. Portraits are not refundable once they have been taken out of the store.

Portrait Prices

Read the PORTRAIT PRICE LIST prior to the arrival of the first customer. To simplify pricing calculations the portraits are measured in 'units'.

Accounting Procedures

Each package should be rung through the cash register. Charge Dept. 718. Taxes should be modified, if applicable.

Customers may pay using Cash, MasterCard, Visa, American Express, Debit or have the amount charged to their Northern Account.

End of Promotion

Allow 30 days for portrait sales then total all portrait bag stickers and complete the PORTRAIT SALES REGISTER. Complete the PORTRAITS PROMOTION REPORT form.

Pack and return all unsold portraits to Heirloom Portraits by ground mail PREPAID. Return the following paperwork:

- PORTRAIT PROMOTION REPORT
- PORTRAITS SALES REGISTER
- PHOTOGRAPHER PERFORMANCE REPORT
- Advertising Invoices
- Cheque to Heirloom Portraits

Keep a copy of completed paperwork for future reference. d/w/s/n/s

Employee Discounts

Northern employees are entitled to a 15% discount or 25% discount if the complete package is purchased. Indicate 'staff discount' on the PORTRAIT SALES REGISTER.

In the event there are any inquiries or customer complaints concerning the portrait event contact our customer service department.

www.heirloomportraits.ca