

Dear Graduate

Nickay is your official photographers at your Graduation Ceremony.

Due to COVID 19, we do not work with monies or order forms onsite.

You will be photographed with as little interaction as possible

A safe distance will be kept between you and the photographer.

You will need to sanitise on entry of the photography area.

Our Photographers and staff will be wearing masks.

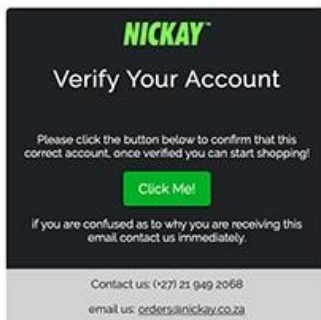
All orders will be done on our **online platform** at www.nickay.com.

- We will process your images after the graduation.
- an email will be sent to you soonest as we uploaded your photos to your private gallery on www.nickay.com
- This email will consist of instructions on using the platform and your "Unique number" in order for you to view and purchase your images.

NB. Below is a sample of the email you will receive:

Good Day (**Student Name**)

1. We have processed your images and uploaded them.
2. Please follow the instructions below on how to register to view and purchase your images.
3. To create an account please visit www.nickay.com and click on "Institution Portal", then click on "create an account".
4. Please use the "**Unique number**" (*this we will be supplied to you via email*) on the registration form and you need to complete all fields.
5. Please check your email for a "Verification Email" and click the "Click Me!" Button (as below)



6. Soonest you have verified your account you will be able to log in.

Graduation Photo Prices

- 1 X A4 print (200x300mm) with presentation border = **R150.00**
- 1 x A3 print (300x440mm) with presentation border = **R200.00**
- High Res_Digital image with presentation border = **R150 sent via WeTransfer**

Should you choose to have your photos printed, A4 or A3 you will have the following options:

- **Collection - No Charge** .We are based at 23 Link Road, De La Haye, Bellville, Cape Town
- **Courier only within SA (delivered to your door) R100.00** - Delivery any time during working hours and there should be someone at the premises to receive the parcel. Please ensure we have the correct contact number and/or an alternative number needs to be supplied.
- **Postage R50.00. (No International Postage.)** Photos are posted via REGISTERED MAIL and need to be collected at the Post Office on receipt of registered mail slip from your Post Office. If not collected within 30 days the photos will be returned to our offices and an additional fee will be charged for re-postage.
- *A fair cautionary warning regarding postage.*
We have received lots of complaints regarding post being delivered late, if not being lost in transit. We are informing all our clients of this as well as making everyone aware that should any difficulties arise in delivery of postage, that queries should be addressed to the post office directly. Our terms and conditions does further state this.

Terms and Conditions:

- REGISTERED MAIL – Nickay takes no responsibility for the actions of the South African Post Office.
- REGISTERED MAIL will need to be collected at the post office on receipt of registered mail slip. Should it not be collected within 30days of registered mail slip it will be returned to Nickay Studio and re-postage would be at the cost of the client.
- COPY RIGHT – Nickay Production Pty Ltd remains the sole owner of all images produced.
- HIGH RESOLUTION purchase of graduation images allows the purchaser limited non-commercial use.
- All printed photos that have not been collected at our office will be discarded after 5 years.

We the **Nickay** Team would like to take this opportunity to congratulate you on your achievement and wish you everything of the best for the future.

Yours Truly

The **Nickay** Team