



# SplendidPortraits.com

## Refund Request Form

### Your complete satisfaction is our goal.

However, if you are not satisfied with your portraits, we'd like to offer you two options:

- 1. Have Your Portrait Retaken**  
If retakes are offered at your school, return this picture package and the blue & brown receipt to your school. Keep your group picture, if applicable. We'll retake your child's portrait and make every attempt to correct our mistake at no charge.
- 2. Request a Refund**  
Complete this form and mail it with your child's photographs and the blue & brown receipt to receive a refund. See additional information below.

## Refund Request Form

We're sorry you didn't like your child's portraits. Please complete and mail this form with your entire package, including the blue & brown receipt, to Splendid Portraits. Refund Requests must be received within 8 weeks of picture day. Your refund may take up to three weeks to be processed.

### Refund Information

Package Purchased

Amount of Purchase

Reason for Refund

School or Organization

Teacher & Grade / Team or Group

Image Locator Number

Your Name

Subject's Name

Daytime Phone Number

Check here if you are keeping your group picture.  
Keeping the group picture will reduce your refund.

### Mail Refund To

Your Address

City

State

Zip Code

If no technical flaw exists, a \$7.50 processing fee may be applied. By requesting a refund of these pictures, any copyright release purchased no longer applies.

Refunds are not available for purchases made at SplendidPortraits.com or for Senior Portrait purchases. We will happily reprint any damaged or misprinted items.

Your Signature

Date of Request



**Do not send to school.**  
Mail this completed form, your picture package with blue & brown receipt to Splendid Portraits.

**Splendid Portraits**  
Customer Service Department  
7297 Lee Highway, Suite L  
Falls Church, Virginia 22042