

Dear Graduate

We hope this message finds you well. Congratulations on your upcoming graduation! We are excited to be your official photographers for the Graduation Ceremony.

We want to inform you about the process for ordering and accessing your graduation photos. We will process and upload your images to your private gallery on our online platform at www.nickay.com. You will receive an email as soon as your photos are uploaded, containing instructions on how to access the platform and your "Unique Number," which you'll need to view and purchase your images.

Please review the following information regarding your photo orders:

- Your images, whether in print or digital format, will feature the institution's logo and the year of your graduation.
- Watermarks are present on the images to prevent unauthorized use.
- The images you select will be edited and processed once your order is confirmed.

Here is a sample of the email you can expect to receive:

Subject: Graduation Photos Ready for Purchase

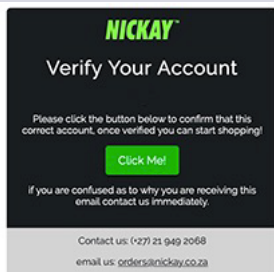
Good day [First Name] [Last Name],

We are pleased to inform you that your graduation images are now available online for purchase. Please note the following details:

- The images are available in both print and digital formats.
- Each image comes with the institution's logo and the graduation year.
- Watermarks are applied to ensure image security.
- Selected images will undergo editing and processing upon order confirmation.

Please follow the steps below to register and access your images:

1. Visit www.nickay.com and click on "Institution Portal."
2. Select "Create an Account."
3. Register using the unique number provided: [Unique Number will emailed to you **after** the graduation]
4. Look out for a "Verification Email" in your inbox. Click the "Click Me!" button within the email to verify your account.



After verifying your account, you can log in to view and purchase your graduation images.

Graduation Photo Prices (Discount applies after purchasing 4 or more images)

- 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 = R100.00 (delivered via WeTransfer)

For printed photos (A4 or A3), you have the following options:

- **Collection:** No charge. Our office is located at 30 Darling Street, Chrismar, Bellville, Cape Town.
- **Courier within SA:** R120.00. The parcel will be delivered to your doorstep during working hours. Please provide an accurate contact number, and ensure someone is available to receive the parcel.

Terms and Conditions:

- Nickay Production Pty Ltd retains full copyright ownership of all images.
- High-resolution graduation image purchases allow limited non-commercial use.
- Unclaimed printed photos will be discarded after 5 years.

We, the Nickay Team, extend our warm congratulations on your achievement. Wishing you all the best for your future endeavours.

Best regards,

The Nickay Team