



Pre-Pay Flyer Design Checklist

The following suggested list is provided to assist you to check for accuracy of your pre-pay flyer design. These items are only guidelines and do not include a comprehensive list.

1. Studio logo
2. Studio name
3. Studio address
4. Studio email address
5. Studio phone number
6. Studio policy/procedures
7. Make checks payable to:
8. Add-on items policy (only with package or available ala carte?)
9. Package names correct and match package setup in software
10. Package prices are correct
11. Package letters correct and match package setup in software
12. Package contents correct and match package setup in software
13. Bonus wallets (if used) is price correct?
14. Add-on product names are correct and spelled correctly
15. Add-on item packages match names and contents in software
16. Add-on item prices are correct
17. Add-on item theme(s) is correct
18. Spelling in general information is correct
19. Spelling in student / individual section correct
20. Prices on order form (if listed) match the prices of packages at top
21. Credit card information section has enough fields and squares for credit card info
22. Text to remind parents to consider grandparents & extended family when they purchase photos