



Commercial & Weddings
www.tomgeislerphotography.com

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KBA - Print / CD Ordering Instructions

Tom Geisler Photography (TGP) is offering KBA members the option to purchase prints of your individual portraits. We are also offering individual images or your entire firm's portraits supplied on a CD in full size, high resolution and with full usage rights. For your convenience, TGP offers the option to select and process your entire order online. For your security, the credit card process is a secure service.

If you feel more comfortable ordering using a more conventional manner, please open the order form. Complete the order form and mail it to TGP with a check. There is no credit card option with mailed orders. You also have the option to save on packaging and mailing fees by picking up your order directly from f/32 Photo, 7240 Kingston Pike, 37919, phone 865-588-8070.

Ordering Prints Online (step by step instructions below)

1. Open the TGP website home page www.tomgeislerphotography.com
2. On the home page click on "**KBA Portraits**"
3. Enter the password (PW is on the TGP business card given to each lawyer) this pw is not case sensitive
4. Enter your email address (TGP will not use your email address for any purpose other than to contact you about your order as necessary)
5. Check the check boxes as you wish, click 'Enter Event'
6. All images are listed alphabetically by *last name first* – click on the letter of the alphabet of the person you wish to find.
7. When your image is found, click on the image to display your options
8. Use the choices below the image to see the original color or black and white version. You can mix and match the **original (color) or B&W (black and white) version** as you choose. You need to choose color or B&W in the pull down menu under the header "Add Prints to Cart".
9. Pull down the 'Choose Print Option' menu.
10. If you want individual prints, select the size print you want. . **Print size 99x99 is reserved for CD orders only, do not choose 99x99 at this point in the ordering process.**
11. In the small box to the right of the selected print size, enter the quantity
12. If you want individual prints, select the size print you want and the quantity of that print in the small box to the right. **Print size 99x99 is reserved for CD orders only, do not choose 99x99 at this point in the ordering process.**
13. After choosing one product and adding to your cart, you will see a new pull down for choosing another product if you desire.
14. If you choose a package option, the appropriate sizes and quantities of that image will automatically be set.

Ordering CDs of Images Online (you may order a CD with only one image or multiple images of everyone in your firm as you choose). If you need more than 25 images on one CD, please order directly from TGP using the paper order form. **If you choose for whatever reason, you may order any number of images on one CD by simply completing the paper order form and mailing it to TGP, 9805 Luna Vista Ln, Knoxville, TN, 37922 with a company check.**

1. Enter the KBA Portrait web site using steps 1 – 5 above.
2. At the top of the alphabetical list, click on “Products”
3. Click on the picture of the CD
4. Click on the ‘Select an option’ pull down menu
5. On the pulldown menu, click on the number of images you want on the CD
6. Click on ‘Add to Cart’
7. You will now see your cart with the CD package of your choice indicating that the product is incomplete because you have not selected any images yet. Click on **Continue Shopping** within the grey area, not the continue shopping button at the bottom.
8. One the Current Category pull down, choose the letter of the alphabet of the last name of your first image choice.
9. Click on the image of your choice
10. Under the Add Prints to Cart / pull down your Choose Print Option menu and
11. At the top, under Special Options, choose **99x99 (add to product)**
12. Click on “Add Items to Cart; button
13. You will now be looking at your cart. If you have accidentally chosen an image that you do not want, click on the trash can to the right of the line you want to delete.
14. Click on the **Continue Shopping** within the grey area again to select your next image, choose the image in whatever alphabet list you need
15. Click on the image
16. Choose the Print Option size 99x99 and Add Item to Cart
17. Repeat this process until you have added all needed images
18. Your CD order will not be complete and you will not be allowed to check out until you have selected the appropriate number of images of your package.

Checking Out and Paying with a Credit Card

1. After putting all your desired images in your Shopping Cart, click on the Checkout or Complete Order button.
2. You will see your order and the total amount of your selections.
3. Select your shipping & handling choice. ‘Free – Pick up at the Print Lab’ means the customer (you) will not be charged a shipping fee but you (the customer) will then pick up your prints or CD at f/32 Photo Lab, 7240 Kingston Pike, 37919, phone 865-588-8070. Just tell them your order number or the name used when you ordered and that you are picking up prints from Tom Geisler’s KBA order set.
3. Complete the Billing Information and Shipping Information boxes
4. Enter credit card information (the credit card portion of this site is secure), notice the **https://** in the code line of this screen
5. Your order will be processed quickly and according to your shipping request.

Thank you for ordering prints or CD from Tom Geisler Photography. If you have any questions or are having difficulty with this online ordering process please contact Tom at 865-693-5322 or email to tom@tomgeislerphotography.com