

Y IS FOR YEARBOOK

2018 YEARBOOKS US



To get started, simply fax this form to 334.288.0601, or return it to your representative. Call toll-free 800.453.2813 with additional questions.

School/Organization Name _____
 Principal's name _____ Adviser's name _____
 School address _____ Address _____
 City _____ State _____ Zip Code _____ City _____ State _____ Zip Code _____
 Phone (____) _____ Fax (____) _____ # of Classrooms _____ Phone (____) _____ E-mail address _____

We would like Herff Jones to print our all color yearbook based on the following information:

Determine per book base price: Number of books _____ Number of pages _____ = Per book price _____

To determine contract base price BEFORE book add-ons: Per book price _____ x Number books _____ = Contract base price _____

BOOK ADD-ON ITEMS Check all that you wish to have and add applicable pricing to your original contract base price above.

<input type="checkbox"/> Gloss lamination on all of our soft covers	(+) price per book _____ x number of books _____ =	+ _____
<input type="checkbox"/> Add # _____ hard covers to our order	(+) price per book _____ x number of books _____ =	+ _____
<input type="checkbox"/> There is a \$101.00 one-time fee to have a mix of soft and hard cover books.	(+) one time fee = \$101.00	+ _____
<input type="checkbox"/> Change ALL of our books to gloss laminated hard covers	(+) price per book _____ x number of books _____ =	+ _____
<input type="checkbox"/> Change to 100# paper for _____ pages in our book	(+) price per page _____ x number of books _____ =	+ _____
<input type="checkbox"/> Add 4C proofs	(+) price per page _____ x number of books _____ =	+ _____

ADDITIONAL ITEMS Your final invoice will reflect changes to the items below based on the quantities indicated on the Order Confirmation form submitted with your pages.

<input type="checkbox"/> Add Digital Name Imprints. Minimum 25	(+) price per imprint _____ x number of imprints _____ =	+ _____
<input type="checkbox"/> Add Name Plates. Minimum 10	(+) price per plate _____ x number of plates _____ =	+ _____
Choose Name Plate color: <input checked="" type="checkbox"/> Silver <input type="checkbox"/> Gold		
<input type="checkbox"/> Add Plastic Jackets.	(+) price per jacket _____ x number of jackets _____ =	+ _____
<input type="checkbox"/> Add Activity Pages: <input checked="" type="checkbox"/> sewn into every book ordered @ _____ each	(+) price per copy _____ x number of books _____ =	+ _____
OR <input type="checkbox"/> sold individually @ _____ each	(+) price per copy _____ x number of copies _____ =	+ _____
<input checked="" type="checkbox"/> Add Our World OR <input type="checkbox"/> Add World Yearbook:		
<input checked="" type="checkbox"/> sewn into every book ordered @ _____ each	(+) price per copy _____ x number of books _____ =	+ _____
OR <input type="checkbox"/> sold individually @ _____ each	OR (+) price per copy _____ x number of copies _____ =	+ _____

MERCHANDISING ITEMS Items available for purchase to help advertise book sales. Price will be added to your invoice to be paid in full before books ship.

<input type="checkbox"/> Add _____ customized Order Envelopes.	# _____ envelopes x \$.10 each = _____	+ _____
Submit your completed order form to process this order.		
<input type="checkbox"/> Add _____ package(s) elementary sales posters 10/package item #010-044 - \$4.00 x _____ number of packages = _____		+ _____
<input type="checkbox"/> Add _____ package(s) middle/high sales posters 8/package item #010-561 - \$4.00 x _____ number of packages = _____		+ _____
<input checked="" type="checkbox"/> Add Yearbook Sales Banner OR <input type="checkbox"/> Order Center Banner - \$38.50 x _____ number of banners = _____		+ _____
<input checked="" type="checkbox"/> Add Yearbook Sales Campaign Signs OR <input type="checkbox"/> Order Center Sales Campaign Signs \$22/set x _____ number of sets = _____		+ _____
	Total price after additions	+ _____
	Total per book price	+ _____

BOOK SUBMISSION AND DELIVERY

Submission/Creation Method: Y Online Application A school photographer image CD is required.

Our book needs to ship on Saturday, _____.

Please allow 2-7 days for shipping. Plan your yearbook distribution event accordingly. Standard ground shipping is included. Expedited shipping is available at an additional cost.

Our material is due at the plant by Monday, _____.

Allow 4 weeks prior to ship date if your book ships before May. If your book will ship in May, allow 5 weeks from submission to delivery. Shorter schedules may be purchased.

Kit materials will be shipped to the school address indicated above after August 1, 2017.

TERMS AND CONDITIONS

Year(s) of Printing: 2018 2019 2020 2021 2022

All specifications and prices are subject to the approval of both the school and Herff Jones, Inc. on an annual basis.

We understand the submission of this Order Form is an obligation to print our yearbook as indicated above. We may change the number of copies and pages prior to, or upon submission of materials for printing; however, changes will result in a change in price. Upon receipt of our materials, we will receive an invoice for the full amount of this Order Form plus any increases or decreases due to changes in specifications. The full amount of the invoice is due upon receipt and must be received at Herff Jones prior to the shipment of our completed yearbooks. Standard ground shipping of the books is included in the cost. Tax is additional.

~~We understand that copyrighted materials may not be used in the creation of our yearbook without the express written consent of the copyright owner. Herff Jones has created proprietary artwork, borders and backgrounds that may be used in the creation of our yearbook. We agree to hold Herff Jones, subsidiaries and affiliates harmless for all editorial content associated with the printing of our yearbook. I, the undersigned authorized agent of the school or organization indicated above, agree in full to the "Terms and Conditions" of this order. This agreement shall be effective when signed below or in counterpart, and photocopy, facsimile, electronic or other copies shall have the same effect for all purposes as an ink signed original.~~

Authorized Signature _____ Date _____
 Print Name _____ Title or Position _____
 E-mail Address _____ Herff Jones Representative _____

PRINTING AGREEMENT



Year of Printing: 20 _____, 20 _____, 20 _____, 20 _____, 20 _____,
 New Renewal Supplement Date _____

HERFF JONES, Inc. is authorized by this agreement to print and bind the specified publication during the term of this agreement with:

School Name: _____
 Address: _____
 City/State/Zip: _____
 Job Number: _____
 Title of Publication: _____
 Enrollment: _____

SPECIFICATIONS

Program: _____
 Trim Size: _____
 Pages: _____ Copies: _____
 Submission Plan: _____
 QuickPanel Plus: Yes No
 Cover: _____

CORRESPOND WITH

Name: _____
 Title: _____
 Address: _____
 City/State/Zip: _____
 Phone Number: _____
 E-mail: _____
 Fax Number: _____

Binding: _____
 Endsheets: _____
 Paper: _____
 Proofs: _____

SEND INVOICE TO

Name: _____
 Title: _____
 Address: _____
 City/State/Zip: _____
 Phone Number: _____
 Tax Exempt Number: _____
 Pre-Payment Option Desired: Yes No

Base Price _____

SHIPPING INFORMATION

Requested Ship Date: _____
 Ship Order To: _____
 Requested Kit Ship Date: _____
 Ship Kit To: _____

ADDITIONAL FEATURES

Printing Agreement Total _____

This agreement is subject to the ~~terms and conditions listed on the reverse side and all~~ specifications and prices herein are subject to the approval of both the school and Herff Jones, Inc. on an annual basis.

YEARBOOK PLANT USE:

Customer Number _____ Date Received _____

 Authorized School Representative Title

 Authorized School Administrator Title

 Authorized Company Representative Title