

# ATTACHMENT E

## STANDARD YEARBOOK AGREEMENT

LIFETOUGH PUBLICATION AGREEMENT—VOLUMES		JOB NUMBER	<input type="checkbox"/> New <input type="checkbox"/> Renew
SCHOOL NAME		Enter in the Agreement Year: <input type="checkbox"/> 20__ <input type="checkbox"/> 20__ <input type="checkbox"/> 20__	
STREET ADDRESS		LIB #	
CITY, STATE, ZIP		YEARBOOK ADVISER NAME	
SCHOOL PHONE # / SCHOOL FAX #		YEARBOOK ADVISER EMAIL	
SCHOOL START DATE:	SCHOOL OUT DATE:	* ALTERNATE STREET ADDRESS	
1. 587 WEEKLY PACKET TO: <input type="checkbox"/> Admin/School Access <input type="checkbox"/> Activities Access* <input type="checkbox"/> No Website Print		* ALTERNATE CITY, STATE, ZIP	
2. 587 YEARBOOKS TO: <input type="checkbox"/> Admin/School Access <input type="checkbox"/> Teachers <input type="checkbox"/> Activities Access*		* ALTERNATE PHONE/FAX	
3. CORRESPOND WITH: <input type="checkbox"/> Admin/School Access <input type="checkbox"/> Teachers <input type="checkbox"/> Activities Access*			
4. SEND INVOICE TO: <input type="checkbox"/> School/To Admin <input type="checkbox"/> School/To Parents <input type="checkbox"/> Activities Access*			
ALL COLOR YEARBOOK PROGRAM	COVER & BINDING	NUMBER OF PAGES	YEARBOOK ARRIVAL DATE
<input type="checkbox"/> Premier (Online)* <input type="checkbox"/> Select (Desktop or PDF) <small>* Note: Sales Representative must enroll the school using the enrollment process before the customer can log in to the program.</small> Trim Size: <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 Was the school photographed by Lifetouch? <input type="checkbox"/> No <input type="checkbox"/> Yes The LN55 Photo Job # is: -----	<b>COVER CATEGORY</b> <input type="checkbox"/> Litho Line <input type="checkbox"/> Heritage Series <b>ENDSHEET CATEGORY</b> <input type="checkbox"/> White (100# Gloss) <input type="checkbox"/> White Matte <input type="checkbox"/> Stock Specialty Paper <input type="checkbox"/> Non-Stock Specialty Paper <input type="checkbox"/> SFB (Same Front/Back) <input type="checkbox"/> DFB (Different Front/Back) <b>COVER BOARD TYPE</b> <input type="checkbox"/> 120 pt Cover Board <input type="checkbox"/> 150 pt Cover Board <input type="checkbox"/> Padded Cover Board <b>PERSONALIZATION</b> <input type="checkbox"/> Foil Name - 1 Line <input type="checkbox"/> Foil Name - 1 Line (All Copies) <input type="checkbox"/> Foil Name - 2 Lines <input type="checkbox"/> Foil Name - 2 Lines (All Copies) <input type="checkbox"/> Icons (Must have foil name) <input type="checkbox"/> Engraved Nameplates - 1 Line <input type="checkbox"/> Engraved Nameplates - 2 Lines	<b>NUMBER OF COPIES</b> <small>Final qty and # of Pgs. due Feb. 5 for books shipped by June 30 and May 7 for books shipped later.</small> <b>BOOK ENHANCEMENTS</b> <b>PAPER</b> <small>(If no selection is made, 80# Gloss will be used)</small> <input type="checkbox"/> 80# <input type="checkbox"/> Gloss <input type="checkbox"/> 100# <input type="checkbox"/> Matte <b>ZOOM CURRENT EVENTS INSERT</b> <input type="checkbox"/> Bound in ALL copies <input type="checkbox"/> Taped (Same as Total Copies) <input type="checkbox"/> Taped (Different Qty) <b>AUTOGRAPH INSERTS</b> <input type="checkbox"/> 4-page, full-color (Taped Only) <input type="checkbox"/> 8-page <input type="checkbox"/> Full-Color OR <input type="checkbox"/> Black & White <input type="checkbox"/> Bound in ALL copies <input type="checkbox"/> Taped (Same as Total Copies) <input type="checkbox"/> Taped (Different Qty) <b>SUPPLEMENTS</b> <input type="checkbox"/> # of pages: _____ Qty: _____ <b>FOLDOUT</b> <input type="checkbox"/> # of pages: _____ <b>GATEFOLD</b> <input type="checkbox"/> # of pages: _____ <input type="checkbox"/> Headbands & Footbands <input type="checkbox"/> Ribbon Bookmarkers <input type="checkbox"/> Velum Inserts <input type="checkbox"/> Cover Keepers <input type="checkbox"/> Yearbook Signing Pens	This must be a Friday, however, books may arrive before the selected date. <b>SALES REPRESENTATIVE USE ONLY</b> <b>SIGNING INFO (CHOOSE ONE):</b> BFFG _____ FOIL _____ DCUT _____ GATE _____ SIG _____ <b>CUT-OUT PAGES</b> <b>YEARBOOK PRICING</b> Base Price: _____ Cover: _____ Endsheets: _____ Color Pages: _____ Zoom: _____ Autograph Inserts: _____ YBPAY: _____ Subtotal: _____ Estimated Freight: <input type="checkbox"/> Territory Sales Tax: Lifetouch is required by state laws to apply the appropriate tax. If tax exempt, please supply official documentation. Total: _____ Price Per Copy: _____
SPECIAL OFFERS/COMMENTS			
LIFETOUGH REPRESENTATIVE (Print) _____ REP CODE _____		The School, by its authorized representative, designates Lifetouch National School Studios Inc. (Lifetouch) as the school's yearbook publisher for the Agreement Years and authorizes and directs Lifetouch to print the materials as specified during the term of this Agreement. This Agreement is subject to the terms and conditions on the reverse side and final approval by Lifetouch sales management.	
LIFETOUGH REPRESENTATIVE PHONE/FAX # _____		AUTHORIZED SCHOOL REPRESENTATIVE (Print) _____	TITLE _____
LIFETOUGH REPRESENTATIVE EMAIL ADDRESS _____		AUTHORIZED SCHOOL REPRESENTATIVE (Signature) _____	DATE _____

