Bishop England High School Personal Ad Order Form

1. Select size, price ***(varies by submission date)*** and template.

2. Complete order form completely, including email address if you wish a proof of your ad. *(You must respond to the proof within 3 days. If you do not provide an email address or if you submit camera-ready, no proof will be provided.)*

3. Provide photos for each space in the ad and your message typed or printed legibly on a clean sheet of paper. *Note tips for photo submission on this sheet.*

4. Submit all materials and payment to: Lowcountry Yearbook Solutions.

FINAL ORDER DEADLINE: 10/3/11

5. Celebrate with your student when the book arrives.

	if postmarked by 9/5/11	if postmarked by 9/19/11	if postmarked by 10/3/11
☐ **1/8 page ad (3 1/2 " x 2.5")** •Submit one photo and no more than 50 words of text or 2 photos with no message.	**$50**	**$75**	**$100**
☐ **1/4 page ad (3 1/2 " x 5")** template ☐A ☐B ☐C ☐D ☐E ☐F ☐G ☐H ☐I ☐J ☐custom	**$100**	**$125**	**$175**
☐ **1/2 page ad (8" x 5")** template ☐A ☐B ☐C ☐D ☐E ☐F ☐G ☐H ☐custom	**$200**	**$225**	**$275**
☐ **full page ad (8" x 10")** template ☐A ☐B ☐C ☐D ☐E ☐F ☐G ☐H ☐I ☐J ☐K ☐custom	**$400**	**$425**	**$475**

What font style would you prefer for the message on the ad? (circle one)

Helvetica Times Arial Albert

Your student's full name will be placed on the ad in Albert font.

*By choosing "custom," you are designing an ad different than the templates provided. You need to draw out on paper the way you want the ad to look, including the placement of text. Number the squares on your layout and number the photos **(on the back in pencil)** you are submitting to correspond to the correct photo box. We will create your ad for you based on your sketch and instructions. **Please add the $30 custom fee to your total**.

***If you are submitting formats A-K, please submit your typed or legibly printed text in a plain font on white paper and the appropriate number of photos by the dates above. Please number the photos as you would like for them to appear and put your student's name on the back of each **in pencil**. Please do not fold or cut photos. We will reduce or enlarge the photos as necessary to fit. Please do not send PROOFS from the photographer. We will not be able to use them. All materials, this form, and payment must be received at the time of submission.

****For all ads, a solid color background will be chosen to accent and complement the content of the ad. If you have a preference on a background color, please indicate that color on your order form.

PHOTO SUBMISSION TIPS:

•Poor quality inkjet prinouts will not reproduce well.
•Select vertical (tall) photos for vertical spaces and horizontal (wide) photos for horizontal spaces.
•We will scan and enlarge or reduce photos to fit the layout. **You do not need to resize.**
•Care will be taken to return all photos; however, copies of prints should be submitted for irreplaceable photos. The school, yearbook staff, or Lowcountry Yearbook Solutions does not take responsibility for lost or damaged photos.
•Writing lightly in pencil, number the back of the photos to match the numbers on the design you selectd. Please all add the student's name on the back of each photo.

SPECIAL CONSIDERATIONS:

•The yearbook staff reserves the right to reject photos or text or ask the customer to make changes to conform to the school's standards.
•The content of the ad and copy must be appropriate for a school publication.

For more information see the FAQ's at www.lcyearbooksolutions.com, email us at yearbooksolutions@comcast.net or call 843-709-5927

Name of person purchasing ad (name on check or credit card):

_____

Address: _____

City: _____ State: _____ Zip: _____

Email Address: _____

Contact phone: (____)_____

Name of student as you would like to have it appear on ad:

_____

Background color preference: _____

☐ I would like my materials returned so I am enclosing a self-addressed, stamped envelope. If you do not, your photos will not be returned.

☐ These are copies. I don't need them back.

NOTE: WE CANNOT GUARANTEE THAT PHOTOS WILL BE RETURNED. WE WILL MAKE EVERY EFFORT, BUT PLEASE USE DUPLICATES OF ALL IRREPLACEABLE PHOTOS.

Please make all checks payable to:
Lowcountry Yearbook Solutions

•Amount of ad purchased $_____

•$30 Custom ad fee (if applicable) $_____

•8 x 10 of ad suitable for framing ($35) $_____

•Credit card fee ($7.50 if applicable) $_____

Total Amount Due $_____

☐ I have enclosed a check. Check #_____
(returned checks will be subject to a $30 fee)

☐ I am paying by credit card.

☐ Visa ☐ Mastercard Exp date_____ CID#_____

Please mail all materials and payment to:
Lowcountry Yearbook Solutions
Bishop England High School
1150 Hungryneck Blvd, Suite C-322
Mt. Pleasant, SC 29464

FINAL ORDER DEADLINE: 10/3/11