

FINAL YEARBOOK PRODUCTION FORM

Please complete this form in its entirety and return with your completed layout or files. We will produce your yearbooks exactly as you have instructed us on this form.

2009-2010

A. School Information

School Name _____ Phone No. _____

Address _____ Fax _____

City _____ State _____ Zip _____

School E-mail address _____ Advisor E-mail Address _____

Last Day of School _____
(month) (day)

B. Shipping Address

Your yearbook will be delivered to your school address. If you need to make other arrangements, please contact our customer service department at **1-800-247-1526**.

C. Payment (Check One)

One-half payment must be received prior to entering your yearbook into production. Please enclose check in the red envelope attached to this form. Make check payable to **MEMORY BOOK COMPANY**.

- ☐ We have enclosed full payment in order to take advantage of our 5% Full Payment Discount.
(Purchase orders are accepted but are not eligible for full payment discount)
Amount enclosed \$ _____.
- ☐ We have enclosed one-half payment in order to enter our yearbook into production. We understand the balance is due upon receipt of our completed yearbooks.
Amount enclosed \$ _____.
- ☐ We have not enclosed payment with our layout because . . .
- ☐ We have sent payment in previously.
- ☐ We do not have a check available today. **We understand our book will not be entered into production until payment is received under separate cover.**
Amount that will be sent \$ _____

The parties agree that **Memory Book Company** will exercise no control over the editorial content of the yearbook published and the customer agrees to indemnify and hold harmless **Memory Book Company** from any action, claim, or lawsuit against **Memory Book Company** arising from the publication of the yearbook including, but not limited to any action, claim or lawsuit for violation of any copyright or proprietary right of any person; or for printing any libelous or scandalous matter; or for invading any person's right to privacy.

If school misses assigned submission deadline, book will be entered into production at the next available production opening, subject to availability. Should school production require less than the published production schedules, the order is subject to a 25% up charge if production time is available.

LIMITATION OF LIABILITY: The yearbook will be replaced if defective in publication or production. If **Memory Book Company** fails to meet the guaranteed delivery date, the customer will be entitled to a 5% discount (up to a maximum of the total purchase price) for each business day (Monday through Friday) that **Memory Book Company** is late in making delivery, unless late delivery is caused by fire, flood, winds or other uncontrollable acts of nature. Except for such replacement and late delivery discount, the yearbooks are sold without warranty or liability of any kind even though defect, damage or loss is caused by negligence or other fault. **MEMORY BOOK COMPANY SHALL NOT, IN ANY EVENT, BE LIABLE FOR SPECIAL, INDIRECT, INCIDENTAL, CONSEQUENTIAL OR PUNITIVE DAMAGES OF ANY SORT.**

Yearbook Advisor's Signature **X** _____

Print Name: _____

Advisor's Home Phone _____ Date _____

My school would appreciate the opportunity to appear in **MEMORY BOOK COMPANY's** promotional material. Yes ____ No ____

Your book will enter production upon receipt of this form, payment and complete packaged files.

Yearbook Basics

How many pages are in your yearbook? _____

Note: Number of pages must be divisible by four. Smythe-sewn book must be divisible by 8.

How many yearbooks do you want to order? _____

Which color option would you like for your yearbook?

- ☐ All color
- ☐ Black and white
- ☐ Black and white with color pages List color pages here _____

Do you want lamination? _____

- ☐ Yes
- ☐ No **Note:** Lamination is standard for casebind and smythe-sewn binding styles.

Do you want a Year In Review color insert?

- ☐ Yes
- ☐ No **Note:** Saddle-stitch placement is center spread. All others are placed at the back of the yearbook.

Layout Programs

- ☐ Memory Book Online™ (Please fax this form. Pages are not considered received until form is received.)
- ☐ Digital Expert (Please check program below)
- ☐ Memory Book Magic
- ☐ Cut and Paste
- ☐ Professional (see last page regarding type selections)
- ☐ Convenient (see last page regarding type selections)
- ☐ Themes (check theme selection below)

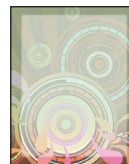
For All Color Cut and Paste and Professional Layout programs only:

Would you like backgrounds?

- ☐ Yes If yes, please select background
- ☐ No



Techswirl

☐

Paisley

☐

Watercolor

☐

Mural

☐

Silhouette

☐

For Digital Expert Layout program only:

Which program will you be using to make your yearbook?

- ☐ InDesign ☐ Quark Xpress ☐ Microsoft Publisher ☐ PageMaker

Do you use ☐ PC or ☐ Mac?

Are you sending your book to us via FTP? ☐ Yes ☐ No

For Theme Layout program only:

- ☐ Blue Jeans ☐ Inside Our School ☐ Modern ☐ Mascot
- ☐ Corkboard ☐ Tech ☐ Camp ☐ Big Screen

Binding Styles

Soft Covers

- ☐ Saddle-stitched (stapled spine) Maximum 80 pages
- ☐ Perfect Bound (glued spine) Minimum 40 pages
- ☐ Spiral (coil)
 - ☐ Red
 - ☐ Blue
 - ☐ Black
 - ☐ White

For soft covers only, please complete the following:

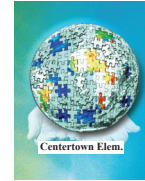
- ☐ No, I do not want die cut (school name will not appear on cover)
- ☐ Yes, I would like die cut

If yes, be sure page one of your yearbook is set up specifically to accommodate the die cut.

Please list specifically what should show through the die cut: name of school, date, etc.

Line one: _____

Line two: _____



Puzzled World
with Die Cut



Puzzled World
without Die Cut

Hard Covers

- ☐ Case Bound (glued spine) Minimum 32 pages, maximum 120 pages
- ☐ Smyth-sewn (sewn spine) Minimum 48 pages. Must be divisible by 8.

For hard covers, please complete the following if you selected a standard cover:

Wording to appear on cover _____

Wording to appear on spine _____

Covers

Select a free standard cover or complete the special cover information

☐ "A"



Puzzled
World

☐ "B"



Lady
Liberty

☐ "C"



Life's Road
2010

☐ "D"



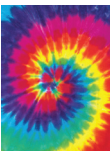
Voyager
2010

☐ "E"



Reflections
2010

☐ "F"



Tie Dye
2010

☐ "G"



Best Of

☐ "H"



Timeless

☐ "I"



Milestones
2010

☐ "J"



Cityscape

☐ "K"



Pencils

☐ "L"



Imagination

☐ "M"



Time &
Purpose

☐ "N"



ABC's

☐ "O"



Memory
Lane

☐ "P"



Our World

☐ "Q"



Connected

☐ "R"



Handprints

☐ "S"



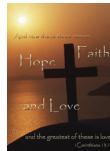
Locker

☐ "T"



Cabin

☐ "U"



Hope, Faith
& Love

☐ "V"



Stained
Glass

☐ "T1"



Blue Jeans

☐ "T2"



Inside Our
School

☐ "T3"



Modern

☐ "T4"



Corkboard

☐ "T5"



Big Screen

☐ "T6"



Tech

☐ "T7"



Camp

cover section continued on back

We are creating our own cover

☐ Sent previously to you

☐ Enclosed

Would you like foil stamping on cover?

☐ No

☐ Yes

If yes, please check all options that apply below:

☐ School Year (2009-2010)

☐ School Name _____

☐ Individual student names

☐ Gold foil ☐ Silver foil

Type Style (Professional & Convenient Only)

If you do not indicate your selection here, your yearbook will be completed with **Arial**.

<input type="checkbox"/> Arial Bold Arial (Headlines) (Body Copy)	<input type="checkbox"/> Bauhaus Bold Bauhaus Light (Headlines) (Body Copy)	<input type="checkbox"/> Candara Bold Candara Regular (Headlines) (Body Copy)
<input type="checkbox"/> Times New Roman Bold Time New Roman (Headlines) (Body Copy)	<input type="checkbox"/> Flat Brush Comic Sans (Headlines) (Body Copy)	<input type="checkbox"/> Cheers Bold Cheers (Headlines) (Body Copy)
<input type="checkbox"/> Comic Sans Bold Comic Sans (Headlines) (Body Copy)	<input type="checkbox"/> <i>Freestyle Script</i> Arial Rounded (Headlines) (Body Copy)	<input type="checkbox"/> Mystical Comic Sans (Headlines) (Body Copy)
<input type="checkbox"/> Prose Antique Prose Antique (Headlines) (Body Copy)	<input type="checkbox"/> Ravie Comic Sans (Headlines) (Body Copy)	<input type="checkbox"/> Rockwell Bold Rockwell (Headlines) (Body Copy)

Checklist

Have you:

☐ Filled out this form in its entirety?

☐ Signed your name on the front of this form?

☐ Enclosed payment?

☐ Included this **Final Yearbook Production Form** with your layouts, disk, hardcopy or faxed form if Memory Book Online™?

☐ Kept a copy of your completed layouts for communicating with **MEMORY BOOK COMPANY** if there are any questions?

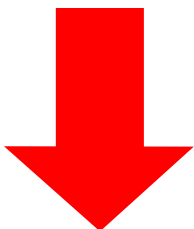
☐ Written school name and numbered the pages at the top of your layout sheets?

☐ Packaged your files if you are doing a digital book?

Digital Files PLEASE READ

MAKE SURE YOU HAVE COLLECTED YOUR FILES FOR OUTPUT USING THE "PACKAGE" FEATURE IN YOUR SOFTWARE? This step will ensure that all of your links and fonts will be included properly. If you have questions or need help, call technical support at:

1-877-302-3140



Please save this form to your desktop
and email it to:
yearbook@memorybook.com



Memory Book Company

3131 W. Main • Sedalia, MO 65301

1-800-247-1526 • fax - 1-800-550-7129

web site - www.memorybook.com • E-mail - yearbook@memorybook.com

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