CONGRATULATE your PROMOTING 8TH GRADER in the 2022 yearbook

Due date is POSTMARKED by: **Oct 29** (early bird price) or **Nov 16** (final deadline)

Mail EVERYTHING together: photos, message, order form and payment in ONE package postmarked by the deadline.

Or order online at: www.TheYearbookCompany.com by midnight on the day of the deadline.

**IMPORTANT INFORMATION**

We reserve the right to edit or remove material inappropriate for a school yearbook such as but not limited to: firearms, inappropriate hand gestures, drugs or drug references, alcohol, and nudity (even baby bottoms) without prior notification.

**TEXT**

(See ad formats online or order form for character count guidelines.)

- Type your message on white paper, typed in a plain font
- Submit a word doc or .txt file on a CD or jump drive.

**PHOTOS**

(Photos will be sized to fit.)

**HARD COPY PHOTOS:**

- Submit the exact number of photos to match your format.
- Write position number and student's name on each photo.
- Do not submit computer printouts on regular paper.
- DO NOT fold or cut photos. Careful of wet ink!

**DIGITAL PHOTOS:**

- Submit 300 DPI .jpg files on a CD or jump drive.
- File name should be the student's name and photo position number. (ex John Doe 2.jpg)

**GENERAL PHOTO GUIDELINES:**

- NO photos from websites or screen shots from cell phones, no watermarked photos, no copyrighted photos.
- We cannot fix photos (blurry, creased, fingerprinted, etc.)

**CUSTOM ADS**

**HARD COPY AD:**

- Submit a perfect, “camera-ready” ad by mail. The ad looks perfect because you've glued/taped everything in its EXACT place and EXACT size (see specs on order form).

**OR**

- Submit a photo-quality printout of the ad on glossy photo paper, made to be the EXACT size of the ad (see specs on order form).

**DIGITAL AD:**

- Must be 300 DPI actual size .jpg files.
- Please DO NOT use Microsoft Word, PowerPoint, or online photo sharing tools to create your ad due to poor resolution. If you use these programs, submit a photo-quality printout of the ad on glossy photo paper, made to be the EXACT size of the ad (see specs on order form).

**GENERAL CUSTOM AD GUIDELINES:**

- Include your child's name on your artwork.
- Do not put any wording or faces on the very edge.
- We cannot create custom ads for you.

**SUBMITTING**

**DO NOT SEND ANYTHING TO THE SCHOOL**

Mail all materials and payment to:
High Plains EC-8 STEAM School Yearbook Ads
The Yearbook Company
3900 Market Street, Suite 230
Riverside, CA 92501

**OR** if you are technology savvy, you can submit everything online at www.TheYearbookCompany.com
(it's not possible to just pay online- all your photos and message must be submitted at that time as well.)

for more information and for answers to frequently asked questions, please visit www.theyearbookcompany.com or call 951-274-9561

(Please note that a recognition ad and the pre-order of a yearbook are two separate purchases)
**High Plains EC-8 STEAM School**

**Ads for Grads** 2022 order form

**STEP 1** Place an "X" in the boxes to indicate the size and format of ad from the choices below that you are purchasing.

<table>
<thead>
<tr>
<th>Format</th>
<th>Description</th>
<th>Full Color</th>
<th>Early Bird Price</th>
<th>Final Deadline Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>A4</td>
<td>Custom *</td>
<td>1/4 page</td>
<td>$40</td>
<td>$45</td>
</tr>
<tr>
<td>J4</td>
<td>Custom *</td>
<td>1/2 page</td>
<td>$65</td>
<td>$80</td>
</tr>
<tr>
<td>H4</td>
<td>Custom *</td>
<td>Full page</td>
<td>$110</td>
<td>$130</td>
</tr>
<tr>
<td>G4</td>
<td>Custom *</td>
<td></td>
<td>$195</td>
<td>$215</td>
</tr>
</tbody>
</table>

ALL ads are in FULL COLOR!

- 1/8 page ad
- 1/4 page ad
- 1/2 page ad
- Full page ad

For custom, you must provide camera-ready art. The ad must fit within an 4 inch wide by 5.25 inch tall box

**STEP 2** Fill out student name and parent contact info. Decide on your photos and type your message.

**Student Name**

<table>
<thead>
<tr>
<th>Name of person purchasing ad (name on check or credit card):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address: ________________________________</td>
</tr>
<tr>
<td>City: __________________ State: _____ Zip: ____________</td>
</tr>
<tr>
<td>Daytime contact phone: (_____) ____________________________</td>
</tr>
</tbody>
</table>

**Student Name**

<table>
<thead>
<tr>
<th>Number of photos enclosed: ______ Is this a surprise? Yes/No</th>
</tr>
</thead>
<tbody>
<tr>
<td>I would like my photos returned so I am enclosing a self-addressed, stamped, appropriately-sized envelope. (Otherwise your photos won't be returned.)</td>
</tr>
</tbody>
</table>

Please note, however, that we can't guarantee the safety of your photos once we have put them in the mail, so please make duplicates of all irreplaceable photos. PHOTOS WILL BE RETURNED AFTER ALL YEARBOOK DISTRIBUTIONS HAVE CONCLUDED, IN THE SUMMER. (Sorting and mailing back photos from tens of thousands of ads takes several months. Thank you for your patience.)

Yearbook ad sales are a fund-raiser for your child's school and are non-refundable. The school and their yearbook program thank you for your support!

**STEP 3** Fill out payment info. Put this form, your photos & your message in an envelope and mail to us.

**PLEASE MAKE CHECKS PAYABLE TO:**

| The Yearbook Company |

I've enclosed a check in the amount of: $__________

returned checks will be subject to a $25.00 fee

Check #__________

I am paying by credit card: ☐ Visa ☐ Mastercard

Exp: __/___ cvv code: [_____] [_____]

$__________

* The cvv code is the 3 digit security code on the back of the credit card.

For credit card transactions, add a $3.00 convenience fee for 1/8 and 1/4 ads and $5.00 for half and full page ads

DO NOT SEND ANY MATERIALS TO THE SCHOOL.
YOU MUST MAIL EVERYTHING TO:
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The Yearbook Company
3900 Market Street, Suite 230
Riverside, CA 92501

Any orders postmarked after the final deadline will be accepted (with a $15 late fee) on a first-come, first-served basis if space is still available. (Or order online if it's still open.)

for more information and for answers to frequently asked questions, please visit www.TheYearbookCompany.com or call 951-274-9561