

D2D ORDER FORM

Submit the following materials by OCT. 20 for early rates
(or NOV. 21 for regular rates)

- This order form
- CD with ad photo(s)
- Ad design choice and text
- Payment: cash, check payable to GPN Yearbook
OR online payment with credit card

Mail or deliver to:
Grosse Pointe North
Attn: Sarah Clinet
707 Vernier Road
Grosse Pointe Woods, MI 48236
valhalla.gpnorth@gmail.com

CUSTOMER INFO

Student's name(s): _____

Is this ad a surprise for the student? ____ YES ____ NO

Parent/Purchaser's name: _____

Signature of Purchaser: _____

Best phone number(s) to contact you: _____

Email address where we can send your proof: _____

NOTE: We will send a proof for your review ONLY if you provide a valid email address.

AD INFO

Note: In order to reserve your space, payment, photos, and text **must** be turned in **together** by the following deadlines. Due to limited space, staff will **NOT** guarantee ad space after **DECEMBER 1, 2018**. Any available space after that date will be sold on a first-come, first-served basis.

Submit by OCT. 20

for early bird pricing

Size	Price
Full page	_____ \$350
Half page	_____ \$225
Quarter page	_____ \$150
Eighth page	_____ \$90

Submit by NOV.21

for regular pricing

Size	Price
Full page	_____ \$400
Half page	_____ \$275
Quarter page	_____ \$200
Eighth page	_____ \$125

Number of photos provided:

_____ on CD / thumbdrive ____ via email ____ originals to scan (**add extra \$10 scan fee**)

PAYMENT

_____ check ____ cash (do not mail cash) ____ online payment (include receipt)

Total Paid: _____

Step-by-step Instructions:

1. Select ad size and one of the attached designs (or simply tell us to design one for you).
2. Provide photos for each space in the ad and briefly label on the design which photos should go in each space (baby with bib, boy on bike, senior photo, etc.). **See notes below.**
3. Write text for the ad in the space below or attach it on a separate sheet of paper. (Staff will select appropriate font for the size and conformity to book concept and style.)
4. Deliver order form, photos, and payment to Sarah Clinet by deadline.

Text for ad:

PLEASE NOTE:

- **We ask that all photos be submitted digitally via CD, flash drive or email to valhalla.gpnorth@gmail.com.** Images should be high-resolution (usually file size over 200kb). You may submit hard copies, but it is complicated getting them back at the end of the year. You can scan photos yourself or take them to a shop like FedEx/Kinkos who will scan them for you. If you cannot submit your photos digitally, we will scan them for a \$10 fee. Please enclose with your order form the original photos you wish to use. Place a sticker on the back of each photo with your name, address, and phone number. Copy prints should be submitted for irreplaceable photos. The school, yearbook staff, or yearbook company **do not accept responsibility** for lost or damaged photos.
- **Do not submit collages, cut or taped photos.** If you want to crop a photo, use grease pencil or post it notes to mark off the sections you want shown. Select vertical (tall) photos for vertical spaces and horizontal (wide) photos for horizontal spaces on your chosen ad layout. Photos will be enlarged or reduced to fit the layout.
- It is important to note that we cannot publish any professional senior portraits without explicit permission from the photographer. However, studios will email us portraits that you purchased. Please contact your photographer and make a note on your order form so we can follow up with the studio.
- The yearbook staff reserves the right to reject photos or text or ask customer to make changes to conform to the publication standards. All writing and photos must be school appropriate (no cigarettes, alcohol, obscenities, inappropriate gestures, etc.) We will not accept any initials or unclear references.
- **We now accept credit card payment online. Go to www.itsyouryearbook.com/GPN.html**
- If you have any questions, we're here to help! Email us at valhalla.gpnorth@gmail.com.