

Class of 2022 Senior Ad Order Form and Contract

Student Last Name : _____ Student First Name: _____

Middle _____ Student # _____

Purchaser Name: _____ Phone # _____

Purchaser e-mail address: _____

Select one:

_____ Full Page Ad (7-10 pictures and 300 Word Limit) = \$375 (\$425 after 10.31.2021)

_____ 1/2 page (5-7 pictures max & 150 word limit) = \$230 (\$280 after 10.31.2021)

_____ 1/4 page (3-4 pictures max & 75 Word limit) = \$180 (\$230 after 10.31.2021)

_____ 1/8 page (1-2 pictures and 50 words) = \$100 (\$150 after 10.31.2021)

Excellence Disclaimer:

The Paragon adheres to an extremely high standard of excellence and publication quality, but mistakes happen. We are a student publication and cannot give refunds for minor errors such as misspelled names, inadvertent omission of photographs, etc. Thank you for your consideration and patience with our student journalists.

Purchase Due Date: Sunday, October 31, 2021

Contract due: Monday, November 1, 2021

Text and Picture Upload: Monday, November 1, 2021

Payment and Submission

- **Payment Due Date: Sunday, Sunday, October 31:** All payment is due on-line via MyPaymentsPlus.com. Instructions attached. Due to this payment procedure, no Senior Ad contracts will be accepted after the late period window closes. Regular priced options will not be available after Sunday, October 31. Late fee payment options will be available through November 15, 2021. Please include a confirmation of your payment with this contract.
- **Picture and Text Upload date Monday, November 1:** ALL text and pictures submitted to PRHS electronically.

Email text to: PRHSyearbook2022@gmail.com

Upload pictures: Balfour StudioWorks – instructions attached at the end.

PRHS Yearbook Publishing Policies

Please Initial that you have read and understand the following yearbook policies:

_____ Gwinnett County Public Schools is not allowing for cash, check or split payments of any kind for yearbooks and senior ads. All items must be purchased through MyPaymentsPlus

_____ PRHS Yearbook works hand in hand with Balfour Publishing and their deadline schedule. This does not allow for late submissions from the yearbook staff without a fine. If you do not meet the original deadline, you will immediately receive a \$50 late fee (Late purchase period is 11.1.2021-11.15.2021).

_____ Senior Ads are nonrefundable.

_____ Once ads are published, they cannot be edited for any reason.

_____ Failure to submit content for an ad will result in a 1/8 page ad with a generic message to the student. No refunds will be given.

_____ The format and style of the ad will match the theme and overall look and feel of the book. Photo and word limit strictly enforced to maintain space limitations. Final images selected for ad are selected based on photo quality and space of ad design. The Senior Ad Editor reserves the right to choose the best content to maintain publishing quality.

_____ Yearbooks are sold separately on MyPaymentsPlus. Yearbooks are not included in Ad Purchase or Senior Dues.

Purchaser Signature: _____

Please return this contract and proof of the payment to the school OR email a signed copy to PRHSyearbook2022@gmail.com by Monday, November 1 to assure placement and appropriate pricing. Please address to:

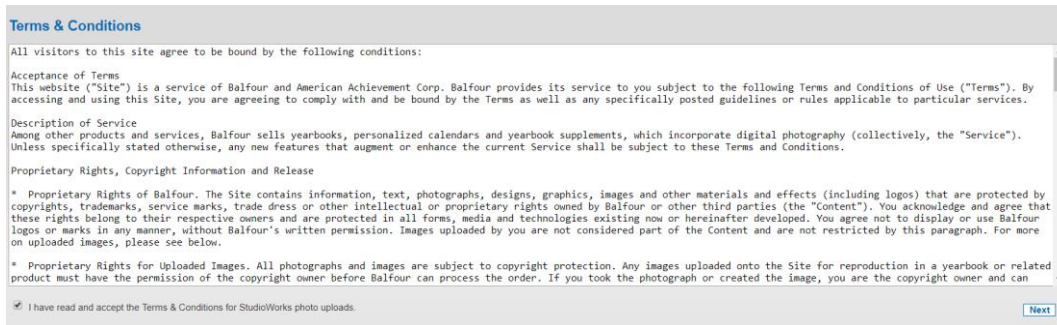
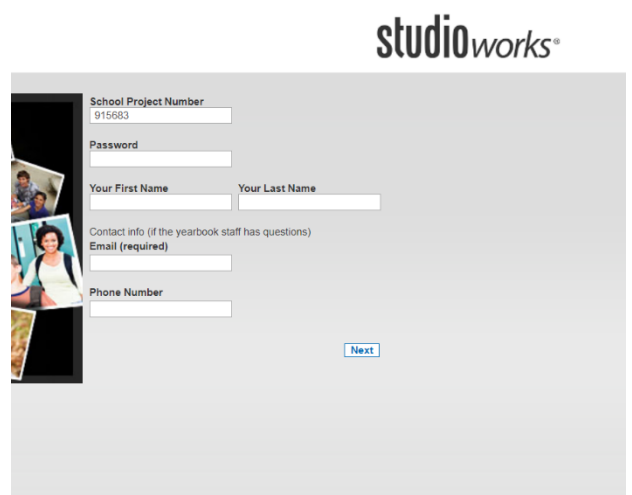
Peachtree Ridge High School
c/o Natalie Bahun
Yearbook Adviser
1555 Old Peachtree Road
Suwanee, GA 30024

Questions? Email Natalie Bahun, Yearbook Adviser at Natalie.bahun@gcpsk12.org

Senior Ad Upload Info

Image Submission:

1. Go to www.images.balfour.com
2. At the log-in screen, you will need to enter the following information:
Project: 215683
NO PASSWORD IS REQUIRED. Leave that line blank.
Enter your name, email and phone number
3. Hit NEXT
4. On the next screen, agree to the Terms & Conditions by checking the box at the bottom of the screen and hit NEXT.

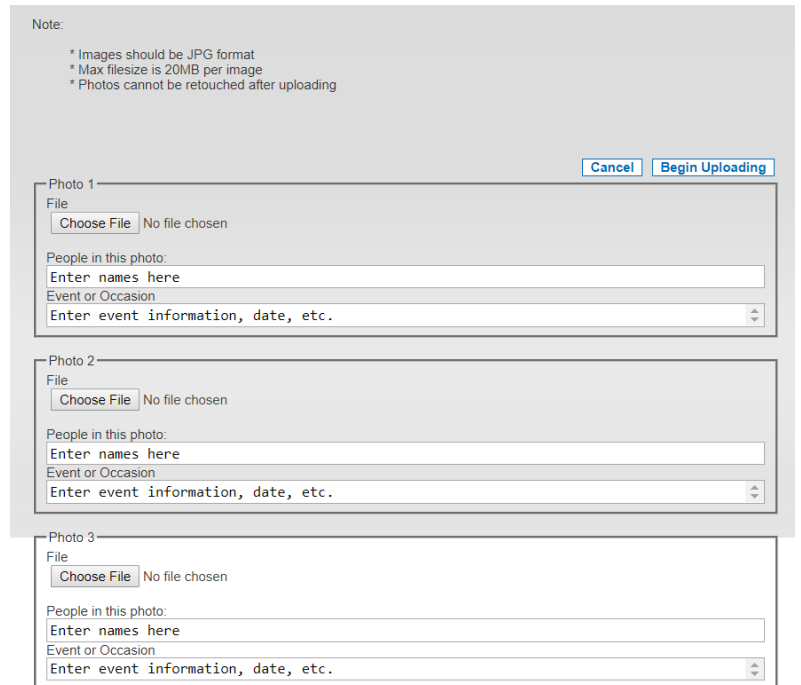


5. Choose one photo file to upload per box.
 - In the PEOPLE IN THIS PHOTO line, enter your student's name_picture #
Example: Natalie Christopher_1
 - In the EVENT OR OCCASION line out Student_Senior Ad
Example: Natalie Christopher_Senior Ad

Ad Text Submission: EMAIL Senior Ad text to prhsyearbook2022@gmail.com

Ad Size Limitations

- Full Page Ad (7-10 pictures and 300 Word Limit)
- 1/2 page (5-7 pictures max & 150 word limit)
- 1/4 page (3-4 pictures max & 75 Word limit)
- 1/8 page (1-2 pictures 50 words)



SAMPLE AD SIZES

Full Page Ad

1/4 Page Ad

1/2 Page Ad

1/8 Page Ad