

Saugus High School
Senior & Business Ads

DUE OCT 2nd at 3pm

Yearbook Ad Contract

Sword and Shield

Contact Information

Senior(s) Name(s) – _____

Senior School ID Number(s) _____

Purchasing Person/Relationship with Senior(s): _____

Address: _____

City: _____ Zip: _____

Phone: () _____ Best time to call for corrections: _____

Billing Information

<u>Type</u>	<u>Size</u>	<u>Content</u>	<u>Price</u>
_____ Full Page Color	8 x 11 inches	Up to 10 photos/15 lines of text	\$350
_____ Half Page Color	8 x 5.3 inches	Up to 6 photos/10 lines of text	\$300
_____ Quarter Page Color	4 x 5.3 inches	Up to 3 photos/6 lines of text	\$250
_____ Business Card Color	4 x 2.5 inches	Up to 2 photo/4 lines of text	\$150

Please check all that apply:

- Cash
- Check # _____ Make checks payable to SHS Yearbook

***If purchasing it for a student, please write his/her name on the memo line along with student ID #

- Photos need to be returned
- Would need to schedule an ad appointment time

Terms

The advertiser listed above agrees to purchase advertising space in *Sword and Shield*, Saugus High School's yearbook, for the size, price, and content restrictions indicated above. **The advertiser will provide photos, message content and FULL payment with this contract since space will not be reserved until this is received.** All contacts will receive a proof in which any corrections must be completed by due date. Once this period passes, any changes and/or refunds will not be made or reimbursed. **Sword and Shield staff reserves the right to refuse any content deemed inappropriate or cancel order if payment/page corrections are not received by due date.**

Options for Design

1) **Make an appointment with the yearbook staff.** We will scan your photos, design your layout, and write text all with you present. This option gives you the most flexibility since you see the final product first hand.

2) **Let us create it.**

Please provide all the photos (arrangement) and text (message, font, size, etc) with the contract needed to create the ad. You can draw a design or we can be creative with it.

Use the space below to provide us with any specific layout instructions.

3) **Create it on your own.**

Check www.sauguscenturions.com/yearbook for past sample ads.

Please use the following as a guide:

- ❖ **Photos:** Best quality photos are often digital photos submitted on a CD at a resolution of at least 300dpi in either a jpg or tiff format. The quality of printed or scanned photos will be the same in the book.
- ❖ **Text:** You may submit text by hand, printed out, or saved in Microsoft Word. Saving the text in a word document makes our job easier. We will match fonts as closely as possible.
- ❖ **Name:** The senior's legal name will be listed in the border of the design. If you choose to eliminate this from your message, feel free.
- ❖ **Proofs:** If you would like a proof of the ad before it is sent to the printer, mark this on the contract. Proofs will be sent along with returned photos. Corrections will be made through appointments only.

If you have additional questions, please use one of the following resources:

Please mail or drop off at SHS:

Saugus Yearbook
Attn: Ms. Tolisano, Yearbook Adviser
21900 W. Centurion Way
Saugus, CA 91350

Website: www.sauguscenturions.com/yearbook

Email: ctolisa@hartdistrict.org

Phone: 661-297-3900 x3802

