

Save and email completed form to your Balfour Account Executive or to yearbooks@balfour.com

1. School Info

School Name _____ City, State _____

Balfour Cust# _____ Balfour Representative _____ Balfour AcctExec _____

Yearbook delivery season: Spring (before June 30) Summer (July-Aug) Fall (Sept-Dec)

Yearbook cover type: Hardcover Softcover

2. Customize School Site

You can have a custom message appear on the yearbook page of your school's store on Balfour.com. To add a custom message, enter it here (message can be up to 400 characters):

Custom Image. [Optional] Please upload the attached image to the yearbook page of our school's store. Attach a JPEG or PNG image when submitting your completed setup form. Image size is 600 x 600 pixels square (some content will be lost from horizontal or vertical images).

Distribution Label. [Optional] _____
Each students' name and grade are collected with each order; this option allows you to collect an add'l piece of info, if needed, for yearbook distribution. (Examples: Homeroom, Advisory, Lunch Period).

3. Yearbook & Add-ons Setup [Option A: EZ Setup]

Activate our school's store on Balfour.com for our yearbook and all add-ons.
Use pricing on next page for all add-ons.

Our yearbook will sell online for:

\$ _____ per copy until _____, then \$ _____ per copy through _____
and \$ _____ per copy through our **final** sales date of _____.

Personalization type (select ONE): Foil Stamped names Engraved Nameplate

3. Yearbook & Add-ons Setup [Option B: Custom Setup]

Set up our school's store on Balfour.com with the selected items and prices below.

Do not complete this section if EZ Setup was completed on previous page.

Select ONE

| <input type="checkbox"/> Check to activate | Item (see next page for add'l information) | Unit | Suggested Price | Our Price |
|---|--|-------------|------------------------|------------------|
| <input type="checkbox"/> | Yearbook until _____ [date] | Each | | |
| <input type="checkbox"/> | Yearbook after above, through _____ [date] | Each | | |
| <input type="checkbox"/> | Yearbook through our final sales date of _____ | Each | | |
| <input type="checkbox"/> | Personalization, Foil Stamped on Cover (1-3 lines) | Per line | \$5.00 | |
| <input type="checkbox"/> | Activity Icons (1-4 per cover) | Each | \$5.00 | |
| <input type="checkbox"/> | Personalization, Engraved Nameplate (1 line) | Per line | \$5.00 | |
| <input type="checkbox"/> | Activity Icons (1-2 per nameplate) | Each | \$5.00 | |
| <input type="checkbox"/> | Autograph Section w/gluestrip, B/W, 8-page | Each | \$2.00 | |
| <input type="checkbox"/> | YearZine Year-in-Review insert (HS), 16 pg w/gluestrip | Each | \$4.00 | |
| <input type="checkbox"/> | Rewind Year-in-Review insert (K-8), 8 pg w/gluestrip | Each | \$3.00 | |
| <input type="checkbox"/> | Yearbook Bling Pack, Stickers/Jewels | Pkg | \$6.00 | |
| <input type="checkbox"/> | Embroidered Activity Patches, set of 12 | Set | \$6.00 | |
| <input type="checkbox"/> | Yearbook Humor Stickies, 20 ea of 5 designs | Pkg | \$6.00 | |
| <input type="checkbox"/> | Sparkle Protective Dustjacket | Each | \$5.00 | |
| <input type="checkbox"/> | Plastic Protective Dustjacket, clear | Each | \$3.00 | |
| <input type="checkbox"/> | Keepsake Sleeves w/adhesive back, 2-pack | Pkg | \$4.00 | |
| <input type="checkbox"/> | Repositionable Yearbook Photo Clings, sheet | Each | \$4.00 | |
| <input type="checkbox"/> | Multi-Ribbon Attachable Bookmark | Each | \$4.00 | |
| <input type="checkbox"/> | Book Band (Donation to I Need a Pencil.com) | Each | \$4.00 | |

4. adBuilder Setup (requires an active StudioWorks™ project)

Complete ONE section

| | | | |
|--------------------------|--|------|------------------|
| 1/8 Page Format | | | Our Price |
| <input type="checkbox"/> | BusCard (1/18 Pg) , final sales date of _____ | Each | |
| <input type="checkbox"/> | 1/8 Page , final sales date of _____ | Each | |
| <input type="checkbox"/> | 1/4 Page ad , final sales date of _____ | Each | |
| <input type="checkbox"/> | 1/2 Page ad , final sales date of _____ | Each | |
| <input type="checkbox"/> | Full Page ad , final sales date of _____ | Each | |
| 1/9 Page Format | | | |
| <input type="checkbox"/> | BusCard (1/18 Pg) , final sales date of _____ | Each | |
| <input type="checkbox"/> | 1/9 Page , final sales date of _____ | Each | |
| <input type="checkbox"/> | 1/3 Page ad , final sales date of _____ | Each | |
| <input type="checkbox"/> | 2/3 Page ad , final sales date of _____ | Each | |
| <input type="checkbox"/> | Full Page ad , final sales date of _____ | Each | |

add-ons options



Keepsake Sleeve

Clear, plastic pouch comes with an adhesive back that can be attached to a yearbook. Your student can keep photos, tickets, notes and other school memories inside. Two per package.



Clear Dustjacket

Protect your yearbook from wear, spills and scratches.



Yearbook Stickers

Point to a specific memory with these fun stickers. 5 pads of 20 stickies each.



Sparkle Dustjacket

Protect your precious memories for years to come -- with style. Clear plastic jacket embedded with silver glitter.



Repositionable Photo Clings

LOL or your favorite quote! Think of the fun you'll have adding these borders to your yearbook pages. Comes with 6 repositionable borders.



Bling Accessory Pack

A fun collection of stickers & jewels for you to add personality to your yearbook.



Autograph Section

This 8-page insert offers extra space for autographs and special messages. Comes with a convenient tape strip for insertion into your yearbook.



Ribbon Bookmark

Bookmark features 5 colored ribbons to mark those special pages. Slip this bookmark into your yearbook spine or use the adhesive sticker.



YearZine Year-in-Review Insert

Contains 16 pages of photographed events and news from the year. Comes with a convenient tape strip for insertion into your yearbook. Designed for secondary grade levels.



Embroidered Activity Patches

Let students enhance their yearbook with this set of embroidered patches. Set of 12, adhesive back.



Rewind Year-in-Review Insert

This 8-page magazine is for primary grade levels and includes the year's happenings and comes with an adhesive strip for easy insertion into your yearbook. Available in trim size eight only.



Book Band

Rubberized and stretchable, this band can wrap around a your yearbook to keep everything intact.



Portion of proceeds benefit **INeedAPencil.com**, a free online SAT prep course that empowers underserved students to maximize access to higher education.