

Marco Photo Service School Photography



Marco Photo Service School Photography Agreement

Today's Date: _____

Marco Photo Service Representative: _____

Customer Information

School Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone#: _____ Fax#: _____ Website: _____

Enrollment: _____ Grades Served: _____ District: _____ Original Contract Year: _____

School Colors: _____ & _____ School Mascot: _____

Contact Person 1: _____ Title: _____

Phone#: _____ Cell#: _____ Email: _____

Contact Person 2: _____ Title: _____

Phone#: _____ Cell#: _____ Email: _____

Alternate Contact/ Title: _____ Phone: _____

Photography / Publishing Services

Posed Individuals:	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> Fall	<input type="checkbox"/> Spring
Class Groups:	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> Title	<input type="checkbox"/> Named and Titled
Class Composites:	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> Titled	<input type="checkbox"/> Named and Titled
School Sports:	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> Fall	<input type="checkbox"/> Winter <input type="checkbox"/> Spring
Pano:	<input type="checkbox"/> Y	<input type="checkbox"/> N	Size: _____x_____	<input type="checkbox"/> Framed <input type="checkbox"/> Unframed
Large Group:	<input type="checkbox"/> Y	<input type="checkbox"/> N	Size: _____x_____	<input type="checkbox"/> Framed <input type="checkbox"/> Unframed
Candid/Yearbook Groups:	<input type="checkbox"/> Y	<input type="checkbox"/> N		
Memory Book:	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> Spring	<input type="checkbox"/> Summer/Fall

Notes: _____

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Location and Photography Details for Picture Day

Photo Date: _____ Start Time: _____ Desired End Time: _____

Retake Date: _____ Start Time: _____ Desired End Time: _____

YB Groups & Candid Date: _____ Start Time: _____ Desired End Time: _____

Large Group/Pano Date: _____ Start Time: _____ Desired End Time: _____

Spring Date: _____ Start Time: _____ Desired End Time: _____

Camera Card Sort: _____

Data Collected: _____

Earliest Time Available for Setup: _____ Must Be Out By: _____

Portrait Location: _____ Electricity Available: ☐ Y

Notes: _____

Marketing Information for Picture Day Program

Fall Flyer Code: _____ Fall Online Keyword: _____

Spring Flyer Code: _____ Spring Online Keyword: _____

Quantity of Flyers: _____ Electronic versions for web-site, e-mail? ☐ Y ☐ N

Notes: _____

Finished Products for Picture Day Program

Package Sort: _____

Delivery Instructions: _____

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Service Items Ordered for Fall Picture Day Program

2-up Service Unit (1 set for each school is included with agreement)

Quantity: ____ Sort: ____

Principal's Pictorial Directory (1 for each school is included with

agreement) Quantity: ____ Sort: _____

Administrative CD (1 for each school is included in agreement)

Quantity: _____

Admin Program (ESIS, SASI, etc.): _____ Sort: _____

School's A-Site or Technology Coordinator: _____ Email: _____

Special Instructions: _____

Yearbook CD (1 for each school is included with

agreement) Quantity: _____

YB Publisher: _____ Sort: _____

School's Yearbook Advisor: _____ Email: _____

Special Instructions: _____

Staff ID Cards (included with agreement): ☐ Y ☐ N Finishing: Punch Clip

Special Instructions: _____

Student ID Cards (optional service item): ☐ Y ☐ N Finishing: Punch Clip

Special Instructions: _____

Notes: _____

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Standard Benefits to Customer

The following items are standard benefits offered to all MPS customers and will not affect the customer's commission or change the retail prices presented to the households purchasing pictures. Items shown below are generally scheduled for delivery with finished picture packages. Optional benefits may be reviewed upon request. Commission is calculated as a percentage of the base price from the initial picture day and does not include retakes, reorders, or other services.

(1) Set 2-up Service Unit (1) Yearbook CD (1) Administrative CD (1) Pictorial Directory (1) Set Staff ID Cards

Optional Benefits for Customer

Qty: _____

Qty: _____

Qty: _____

Qty: _____

Qty: _____

Qty: _____

Qty: _____

Qty: _____

Qty: _____

Qty: _____

Chosen Commission (paid on initial package purchases only; no add-on or reorder sales included): _____

With the signature of the authorized representative, this document becomes a binding agreement for services rendered.

Length of Contract: _____ through _____

School Representative: _____ Title: _____ Date: _____

Marco Photo Service: _____ Title: _____ Date: _____

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Additional Notes:

[illegible]