



Yearbook Order Form

2024 -- U.S.

Job #: 24850

HERFF JONES

Michele Paolini - Representing Herff Jones
5142 Lapa Dr. - San Jose, CA 95129
(415) 902-3321 - mrpaolini@herffjones.com

Please return this Order Form to your local sales representative. Call toll-free (800) 255-6287 with additional questions.

Organization Name: Crittenden Middle School

Year(s) Covered: 2024 2025 2026 2027 2028

Principal's Name: Ms. Anne Flores-Aikey

Address: 1701 Rock St

City/State/Zip: Mountain View, CA 94043-1810

Phone: 650-903-6945

of Classrooms: 28

Contact Name: Ms. Shanna Bengtson

Address: 1701 Rock St

City/State/Zip: Mountain View, CA 94043-1810

Phone:

E-mail: sbengtson@mvsd.org

We would like Herff Jones to print our all color yearbook based on the following information:

	Price	Quantity	Totals
Approximate Number of Yearbook Copies		300	
Approximate Number of Pages		84	\$5,565.00

BOOK ADD-ON ITEMS: Your final invoice will reflect changes to the items below based on the actual quantities ordered when your book is submitted.

<input type="checkbox"/> All Soft Covers (No Lamination)	\$0.00 / COPY	_____	_____
<input type="checkbox"/> -- Add Gloss Lamination to All Soft Covers	\$1.41 / COPY	_____	_____
<input type="checkbox"/> -- Add Matte Lamination to All Soft Covers	\$2.18 / COPY	_____	_____
<input checked="" type="checkbox"/> All Gloss Laminated Hard Covers	\$7.84 / COPY	N/A	\$2,352.00
<input type="checkbox"/> All Matte Laminated Hard Covers	\$8.63 / COPY	_____	_____
<input type="checkbox"/> Split Covers (Mix Hard and Soft Covers for One-time Fee of \$119; All Gloss or All Matte)	\$119.00 / ORDER	_____	_____
<input type="checkbox"/> -- Gloss Laminated Hard Covers (Minimum 32 Pages and 50 Copies)	\$7.84 / EACH	_____	_____
<input type="checkbox"/> -- Matte Laminated Hard Covers (Minimum 32 Pages and 50 Copies)	\$8.63 / EACH	_____	_____
<input type="checkbox"/> -- Soft Covers (Split Order; No Lamination)	\$0.00 / EACH	_____	_____
<input type="checkbox"/> ---- Add Gloss Lamination to Soft Covers	\$1.41 / EACH	_____	_____
<input type="checkbox"/> ---- Add Matte Lamination to Soft Covers	\$2.18 / EACH	_____	_____
<input type="checkbox"/> Add 100# Gloss Paper (Final Price Will Be Based on Pages/Copies Ordered)	\$0.00 / SIG/CPY	_____	_____
<input type="checkbox"/> Add 100# Matte Paper (Final Price Will Be Based on Pages/Copies Ordered)	\$0.00 / SIG/CPY	_____	_____

ADDITIONAL ITEMS: Your final invoice will include changes to items that you make on the Order Confirmation form when you submit your pages.

<input type="checkbox"/> Add Digital Name Imprints (Minimum 25)	\$2.55 / EACH	_____	_____
<input type="checkbox"/> Add Name Plates - Minimum 10 (Email Your CSA to Select Gold or Silver)	\$4.20 / EACH	_____	_____
<input type="checkbox"/> Add Plastic Dust Jackets	\$4.20 / EACH	_____	_____
<input type="checkbox"/> Add Our World to Every Book	\$0.80 / COPY	_____	_____
<input type="checkbox"/> Add Our World - Sold Individually (Email Your CSA to Change Quantity)	\$0.97 / EACH	_____	_____
<input type="checkbox"/> Add World Yearbook to Every Book	\$2.60 / COPY	_____	_____
<input type="checkbox"/> Add Blank Autograph Supplements to Every Book	\$0.61 / COPY	_____	_____
<input type="checkbox"/> Add Blank Autograph Supplements - Sold Individually (Email Your CSA to Change Quantity)	\$0.61 / EACH	_____	_____

Total (before tax): \$7,917.00
Per Copy Total: \$26.39

Terms and Conditions

- Our book needs to ship on Saturday May 11, 2024. Please allow 2-7 days for shipping. Plan your yearbook distribution event accordingly. Standard ground shipping is included. Expedited shipping is available at an additional cost.
- Our material is due at the plant by Monday April 8, 2024. Allow 4 weeks (5 weeks in May) prior to ship date. With proofs, allow 2 additional weeks.
- Contact your Customer Service Adviser if you wish to purchase a shorter cycle. Kit materials will be shipped to the school address indicated.

All specifications and prices are subject to the approval of both the school and Herff Jones on an annual basis.

We understand the submission of the Order Form is an obligation to print our yearbook as indicated.

We may change the number of copies and pages prior to, or upon submission of materials for printing; however, changes will result in a change in price. Upon receipt of our materials, we will receive an invoice for the full amount of this Order Form plus any increases or decreases due to changes in specifications. The full amount of the invoice is due upon receipt and must be received at Herff Jones prior to the shipment of our completed yearbooks. Standard ground shipping of the books is included in the cost. Tax is additional.

We understand that copyrighted materials may not be used in the creation of our yearbook without the express written consent of the copyright owner. Herff Jones has created proprietary artwork, borders and backgrounds that may be used in the creation of our yearbook. We agree to hold Herff Jones, subsidiaries and affiliates harmless for all editorial content associated with the printing of our yearbook.

I, the undersigned authorized agent of the school or organization indicated above, agree in full to the "Terms and Conditions" of this order. This agreement shall be effective when signed below or in counterpart, and photocopy, facsimile, electronic or other copies shall have the same effect for all purposes as an ink-signed original.

Authorized Signature: _____ Date: June 12, 2023
 Print Name: Dr. Rebecca Westover Title or position: Chief Business Officer
 E-Mail Address: rwestover@mvsd.org HJ Rep/Signature: _____