

June 10, 2016

Hardin County Schools
65 WA Jenkins Road
Elizabethtown, KY 42701



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HERFF JONES / BSN - GRADUATION ITEMS PROPOSAL

The Herff Jones Company has played an important part in the tradition of graduation and student recognition for more than 90 years. Our Herff Jones / Etienne, Inc. Office is honored to be given the opportunity to serve the Hardin County High Schools.

In accordance with the Varsity Brands-BSN district wide proposal, Herff Jones, *A Varsity ACHIEVEMENT Brand*, will guarantee the following special provisions for the Hardin County High Schools for the 2017 grad year: with the option of a yearly renewal through 2021. In acceptance of this proposal, it is understood that Herff Jones will be the preferred "in-school" supplier of all under-classmen and upper-classmen class rings, senior graduation announcements, invitations, & keepsakes related to senior graduation ordering. A full list of those items is enclosed within this graduation packet. Cap & gown *Custom Design* can be selected by the school as either a "keeper" or a "rental". Cap & Gown design must remain constant for 5 consecutive graduations.

These special provisions and pricing will be granted to all Hardin County High Schools:

- **Diplomas and Diploma Covers**
Will be provided free of charge for each graduate the first year of each 5 year term. Diploma will have 2 color foil seal, thermography print. Savings of \$14,000 to school district.
- **Custom Logo Cap, Gown, and Tassel - \$36.00-\$40.00 based on design**
School will have a choice of Custom Rental or Custom Keeper Gown. School Seal embroidered on gown.
- **Faculty Regalia - Gown and Degree Hood**
One set, includes faculty gown and degree hood, will be provided free of charge for each faculty member per 5 year term. 40 max sets per school. Retail savings: \$6,000

General Customer Service provided by Rep to students and school:

- We will provide dedicated service and assistance to you and your students to ensure that every detail of their order is handled in a professional manner.
- Representatives will handle payment collection, billings to students, delivery of products, and communication with students.
- We will send mailers to student homes regarding important ordering dates and make-up order days.
- We will provide at least 3-4 order days at school to make sure everyone has a chance to order at school.
- Deposits will be accepted on order day when placing an order. Students have several months to pay their balance in full.
- High-tech Keynote / Digital Video class meetings will be conducted to provide students Class Ring & Graduation product ordering information.
- Multiple class meetings can be conducted to make sure all students have a chance to personally view the products and ordering procedures.
- Our Louisville Showroom and Service Center will be open to the public 5 days a week / 6 days in the fall, to assist students and parents in placing orders, answering balance due questions and all other FAQ's.

Cap and Gown Services:

- All caps and gowns are produced by the Herff Jones Cap and Gown facility located in Arcola, IL.
- All cap and gown orders, sizing, and payment collections will be fully conducted by the Herff Jones representatives.
- Representatives will provide a minimum of 3-4 order days to make sure all student measurements are collected.
- Representatives will distribute the caps and gowns to the seniors as permitted by the school.
- Extra caps, gowns, and tassels will be left at the school for last minute size adjustments, etc.

Diploma Services:

- All diplomas are produced by the Herff Jones Diploma facility located in Indianapolis, IN.
- Factory representative will coordinate all diploma & cover ordering with school staff.
- Any reprints, printing errors, etc. will be handled quickly and seamlessly by Herff Jones production plant.
- Backdate diplomas are always available.


Graduation Announcements and Senior Keepsake Services:

- All graduation announcements are produced by the Herff Jones Fine Paper facility located in Indianapolis, IN.
- Graduation ordering to be conducted in the fall of each school year. Keepsake items purchased, such as t-shirts, hoodies, memory-books, souvenir tassels, etc. to be handed out with deposit on fall order day.
- All graduation announcements and other printed keepsake items will be delivered in the spring and distributed to students by the Herff Jones representatives 4-6 weeks before graduation date.
- Multiple student delivery days may be conducted by Herff Jones representatives.
- Balances will be collected by Herff Jones representatives prior to distribution to students.
- Any student namecard, return address label, misprints, regardless of student or factory error, will be shipped out within 24 hours of order re-entry.
- Each year students / school are able to choose graduation announcement design for their graduating class.

Class Ring Services:

- Fully customized new mascot / logo available for all Century ring styles.
- All Class Rings are produced by the Herff Jones Class Ring facility located in Warwick, RI.
- Class Ring ordering can be conducted in the fall or spring of each school year, with Pre-Christmas delivery available.
- Deposits are accepted and no-interest payment plans are available.
- All HJ Class Ring purchases include: Lifetime resizing, lost stone replacement, change of grad year, or school.
- Six Year Loss / Theft Replacement Program. See class ring catalog for all warranty details.
- All Herff Jones Class Rings delivered in a Grad Cap Ring Box.
- All class rings are quality inspected by Herff Jones representatives prior to delivery to students.
- Multiple student delivery days may be conducted by Herff Jones representatives.
- Will assist in providing a class ring delivery event with refreshments, balloons, decor, & presentation.

By signing below both parties agree to the above services and provisions for the 2017 grad year, with year to year renewal options through 2021.



Herff Jones Sales Representative

6/10/16

Date

School Official

Title

Date