



**SCHOOLHOUSE
PHOTOS**

Mrs. Mary Goble
New Haven Elementary
10854 US 42
Union, KY 41091

This document sets forth an agreement between New Haven Elementary School ("the School") and Schoolhouse Photos, LLC (Schoolhouse) regarding photography and related services to be provided by School and Schoolhouse beginning July 1, 2021 and ending June 30, 2023.

- The School shall provide Schoolhouse with a complete database, including staff, in a Microsoft Excel compatible format at least two (2) weeks prior to the initial photography date.
- The Excel File should include the following data:
 - For Students:**
 - *First Name, Last Name, Student ID, Grade, HR Teacher, Parents Email*
 - For Staff:**
 - *First Name, Last Name, Staff Email*
- Schoolhouse will photograph students on the date(s) mutually agreed upon between Schoolhouse and School.
- The School agrees to secure up to six (6) parent volunteers, as needed, to assist Schoolhouse on photo day. Volunteers are not needed on retake day.
- Parent volunteers and staff will receive free digital files as well as 50% off prints for their pictures. All Boone County employees will also receive 50% off their student's pictures. Codes are below
 - o BCSDD – Free Digital Download
 - o BCSEMP50 – 50% off prints.
- Schoolhouse will provide an email to the school explaining the order day process in order to send to parents. Parents will not need to send any paperwork to school on picture day.
- Parents will receive an email with a private link to their child's pictures.
- Parents will have 1 week from picture activation to purchase their pictures. Parents will be able to choose to have their pictures shipped back to school or delivered to their home for a \$5 fee. After the 1 week has elapsed all orders will be ship to home.
- No fee will be charged for yearbook only photo.
- Schoolhouse will provide the School a strip of five (5) stickers for use by the School, School Nurse, teachers with any leftover to be used by the student for possible gifts for parents. The information on these strips will be as follows: First Name, Last Name, Student ID, Grade, HR Teacher

- Schoolhouse will provide the School ID badges (horizontal for students including picture, barcode, name, school and year and vertical for staff including picture, name, school and year.). The option of Digital ID's are open to discussion.
- School will be given a link to download picture files, compatible with Schools database, within three (3) weeks of completion of retake day.
- Class Composites. Schoolhouse will provide the school with proofs of class composites by early December. Class composites will be printed after Schoolhouse receives corrected proofs. Class composites are available for \$15
- Commission = 20% of all net portrait sales on photo day and photo retake day. Net portrait sales are defined as the total amount of sales on photo and photo retake day less lab/printing fees. SHP shall pay the School the amount calculated within two (2) weeks after photo retake day.
- Schoolhouse shall provide a "Principal's Album" of Class Composites.
- Club Photo Day – Will be photographed in the early spring and picture will be available for sale.
- Yearbooks shall be offered in hardback and soft cover bindings. No minimum order. Yearbook will be submitted by School yearbook staff in early May to be delivered prior to the last day of school. After initial sales individual albums do not cost more but shipping is \$15 per order. School can elect to purchase extras to sell if they choose.

By signing below School agrees that Schoolhouse is the School's exclusive photographer. Schoolhouse has the exclusive right to all digital files. Schoolhouse will not disclose any confidential information provided by School. This agreement is subject to the Terms and Conditions on the following page(s).

New Haven Elementary Representative (Printed)

Position

Date

New Haven Elementary Representative Signature

Schoolhouse Photos Representative (Printed)

Position

Date

Schoolhouse Representative Signature