



**SCHOOLHOUSE  
PHOTOS**

Mrs. Kimble Best  
Ockerman Elementary  
8250 US 42  
Florence, KY 41042

This document sets forth an agreement between Ockerman 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, 2022.

- 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 Address*
- Schoolhouse will provide Photo Day Posters to the school.
- Schoolhouse will photograph students on the date(s) mutually agreed upon between Schoolhouse and School. Arrival time for photographers will be 6:40am and will begin taking pictures when kids arrive.
- 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 until the Sunday 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.
- School has chosen not to receive Service Strip Stickers or ID Badges.
- 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 – Schoolhouse will take Club photos but there will be no sales on images.
- Yearbooks shall be offered in soft cover bindings. No minimum order. Yearbook will be submitted by School yearbook staff in June of each school year to be delivered the following August. 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).*

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Ockerman Elementary Representative (Printed)

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Position

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Date

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Ockerman Elementary Representative Signature

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Schoolhouse Photos Representative (Printed)

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Position

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Date

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Schoolhouse Representative Signature