



# Balfour & Co

## Celebrating U

## 2023-2025 YEARBOOK PUBLISHING SERVICES

- ◆ Attached proposals included for 2023-2025 school years
- ◆ InDesign Included within the range of the GRREC for ACSHS
- ◆ Encore Yearbook Software included for all schools
- ◆ Copy count may decrease by 100; increase in increments of 10 with no cap.
- ◆ Shipping and handling included
- ◆ Graphic Designer available upon request for cover design sessions at \$100 per hour
- ◆ Should any increase be required annually, this will not exceed 3%
- ◆ First right of renewal for 2026
- ◆ Other services available include Cap and Gown, Diplomas, Class Rings, Letter Jackets

Please feel free to reach out anytime with questions or concerns. We are here to assist and serve in any way possible. We look forward to growing our relationships with our clients and growing our yearbooks in all of Kentucky!

### **BALFOUR KENTUCKY**

**CAROLYN BRUNELLE, TERRITORY MANAGER**  
**JENNAH OTTEN, ADMINISTRATIVE ASSISTANT**  
**JEN TAYLOR, GRAPHIC DESIGNER**  
**PATRICK BURNHAM, IN PLANT ACCT REP**

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Email: [jennah.balfour@gmail.com](mailto:jennah.balfour@gmail.com)





Taylor Publishing Company dba Balfour is hereby authorized as the official publisher of the publication described below.

(Please Print)

Production Year <b>2025</b>		Title of Book <b>Years 2023-2025</b>		Date <b>04-28-2022</b>		Cust# <b>22242</b>	
School <b>Allen County Primary School</b>			Address <b>721 New Gallatin Road</b>			Phone # <b>270-618-7200</b>	
City <b>Scottsville</b>		State <b>KY</b>		Zip <b>42164</b>		Email Address <b>julie.hartman@allen.kyschool.us</b>	
Mr., Ms., Dr. <b>Mrs.</b>		First Name <b>Julie</b>		Last Name <b>Hartman</b>		Check here to receive email news & tips from Balfour <input checked="" type="checkbox"/>	
Copies <b>500</b>		Pages <b>72</b>		Trim Size <b>8</b>		Cover Type <input type="checkbox"/> Softcover <input checked="" type="checkbox"/> Hardcover	
				Delivery Season <input checked="" type="checkbox"/> Spring <input type="checkbox"/> Sum-Fall		Requested Ship Date <b>05-01-2025</b>	
				Cust Type <input type="checkbox"/> HS <input type="checkbox"/> JHS/MS <input checked="" type="checkbox"/> Elem		<input type="checkbox"/> K-12 <input type="checkbox"/> Univ <input type="checkbox"/> Fine Book	

#### COPY PREPARATION (Check one)

- ☐ BalfourTools® for Adobe InDesign®    ☒ StudioWorks+®    ☐ Encore®  
☐ BalfourTools® with BalfourGO®    ☐ StudioWorks+® with BalfourGO®    ☐ myYear®

<b>BAL4.TV</b>		<b>eYEARBOOK</b>	
Activate Yearbook Project for BAL4.TV Codes: (add codes at studio.balfour.com) <input type="checkbox"/> Yes		Purchase: <input type="checkbox"/> School (one subscription for each printed yearbook) <input type="checkbox"/> Consumer (parent/student orders online, 50 minimum)	
Price Per Code		(School purchase only) Price per eYearbook	Estimated eYearbook Distribution Date

Category	Description	Quantity	Price	Total
Base	Full color, 72 page complete yearbook .....	500		7,000.00
Paper	Natura 80# Gloss .....			0.00
Cover	Hardcover, lamination, one foil .....			0.00
Cover	If custom elements, quote will be issued .....			0.00
Cover	One cover proof at no charge via FebEx .....			0.00
Endsheets	Stock white endsheets .....			0.00
Four Color	Starter kit for Encore software .....			0.00
Other	First right or renewal in 2026 .....			0.00
Other	In plant representative for day to day questions .....			0.00
Other	On site rep for monthly visits .....			0.00
Other	Online store for sales www.balfour.com .....			0.00
Other	Shipping and handling are included .....			0.00
Other	Spring delivery schedule .....			0.00
Other	Within the range of the GRREC bid .....			0.00

1st Deposit: \$ **2,100.00**  
(30% of Total Est. Price)

2nd Deposit: \$ **3,150.00**  
(45% of Total Est. Price)

Date: **11-15-2024**

Date: **03-15-2025**  
(Final Copy Deadline)

Total  
Estimated  
Price: \$ **7,000.00**

The completed books will be shipped on a standard delivery schedule after the final copy shipment is received. Standard delivery schedules vary with product line. Failure to meet deadline requirements or to return proofs within the designated time will result in adjustments to the delivery schedule (ask your representative for other exceptions.) The company will make every effort to return submitted photographs and artwork, however the Company assumes no responsibility for their loss or damage. The company exercises no editorial control over the content of the book, and under Texas Law has no responsibility for its content.

This Contract is contingent upon Government regulations, strikes, fires, or acts of Providence. Prices shown are estimates based on the contract specifications. Changes in specifications can affect the final billing price. The Total Estimated Price shown above is based upon the Company's current price list, which in turn is based upon current material, labor, and other costs. To compensate for cost increases that will be incurred by the Company in the event of delay in the production schedule, the following shall apply: If final copy is received by the Company after December 31 of the Production Year, the total price shall increase by an amount equal to 5 percent of the Total Estimated Price. Prices are contingent on the Company's ability to obtain materials at a reasonable

price. Should our suppliers increase their prices by an unexpected amount, the Company may be required to adjust prices accordingly. The Company will notify the Customer prior to manufacture of any such price adjustments.

Applicable sales taxes will be added to the final invoice unless the Customer furnishes evidence of tax-exempt status. The Customer agrees to pay the final invoice within 30 days of the invoice date or pay a late payment fee of 1-1/2% per month of the unpaid balance. Costs associated with collections, including reasonable attorney fees and court costs if it becomes necessary to place this account for collection, will be borne by the Customer. By the authorized signature below, Customer hereby waives notice of acceptance, default and exemption.

The parties acknowledge that Customer will provide, or Balfour/Iconic may otherwise obtain, information during the term of this Agreement and/or the CCPA. Such information is referred to for purposes of this Agreement as "Personal Information." The Parties acknowledge that Personal Information is necessary for Balfour/Iconic to provide services to Customer under this Agreement. The parties agree that Balfour/Iconic shall not (a) sell Personal Information; (b) retain, use or disclose Personal Information for any purpose other than the specific purpose of performing the services requested by Customer pursuant to the

Agreement; (c) retain, use or disclose Personal Information for a commercial purpose other than providing the services requested by Customer pursuant to the Agreement; or (d) retain, use, or disclose Personal Information outside of the direct business relationship between Customer and Balfour/Iconic. Notwithstanding the foregoing, Balfour/Iconic may use subcontractors in its performance of the business services and such subcontractors shall comply with the CCPA and other applicable data privacy laws and regulations. Balfour/Iconic certifies that it understands these restrictions and will comply with them. Balfour/Iconic Group shall retain Personal Information as long as it is reasonably required for a business purpose. In addition, Customer represents that it has provided notice that Personal Information is being used by Balfour/Iconic as required by the CCPA.

Pursuant to V.T.C.A., Government Code §2270.002, the Company affirms that it does not boycott Israel and will not boycott Israel during the term of this contract. The Print Trade Customs of the Printing Industry of America, Inc. are incorporated into the terms of this Contract, except as specifically otherwise stated herein, and are reprinted on the back of this Contract.

This contract is subject to acceptance by Taylor Publishing Company dba Balfour in Dallas, Texas, and will be governed by the laws of the State of Texas.

I [we] have read, understand and accept the terms and conditions of this Contract. I further stipulate that I am an authorized representative of the customer named herein and, as such, am authorized to sign this Contract.

Signature (Circle one: Administrator / Adviser / Editor / Manager)	Please Print Name	Is a Purchase Order Required? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No P.O. #: _____
Signature (Circle one: Administrator / Adviser / Editor / Manager)	Please Print Name	
Sales Representative (Please Print) <b>Carolyn Brunelle</b>	Rep # <b>950101</b>	Accepted at Balfour LD





Taylor Publishing Company dba Balfour is hereby authorized as the official publisher of the publication described below.

Production Year <b>2025</b>		Title of Book <b>Term: 2023-2025</b>		Date <b>04-21-2022</b>		Cust# <b>19479</b>	
School <b>Allen County Intermediate Center</b>			Address <b>720 Oliver Street</b>			Phone # <b>270-618-8200</b>	
City <b>Scottsville</b>		State <b>KY</b>		Zip <b>42164</b>		Email Address <b>lindsey.vick@allen.kyschools.us</b>	
Mr., Ms., Dr. <b>Ms.</b>		First Name <b>Lindsey</b>		Last Name <b>Vick</b>		Check here to receive email news & tips from Balfour <input checked="" type="checkbox"/>	
Copies <b>425</b>		Pages <b>64</b>		Trim Size <b>8</b>		Cover Type <input type="checkbox"/> Softcover <input checked="" type="checkbox"/> Hardcover	
				Delivery Season <input checked="" type="checkbox"/> Spring <input type="checkbox"/> Sum-Fall		Requested Ship Date <b>05-01-2025</b>	
				Cust Type <input checked="" type="checkbox"/> HS <input type="checkbox"/> JHS/MS <input type="checkbox"/> Elem		Title <b>Adviser</b>	

### COPY PREPARATION (Check one)

- ☐ BalfourTools® for Adobe InDesign®    ☐ StudioWorks+®    ☒ Encore®  
☐ BalfourTools® with BalfourGO®    ☐ StudioWorks+® with BalfourGO®    ☐ myYear®

<b>BAL4.TV</b>		<b>eYEARBOOK</b>	
Activate Yearbook Project for BAL4.TV Codes: (add codes at <a href="http://studio.balfour.com">studio.balfour.com</a> ) <input type="checkbox"/> Yes		Purchase: <input type="checkbox"/> School (one subscription for each printed yearbook) <input type="checkbox"/> Consumer (parent/student orders online, 50 minimum)	
Price Per Code		(School purchase only) Price per eYearbook	Estimated eYearbook Distribution Date

Category	Description	Quantity	Price	Total
Base	Full color, 64 page complete yearbook .....	425		6,125.00
Paper	Natura 80# Gloss .....			0.00
Cover	Hardcover, lamination, one foil .....			0.00
Cover	If custom elements, quote will be issued .....			0.00
Cover	One cover proof at no charge via FedEx .....			0.00
Endsheets	Stock white endsheets .....			0.00
Four Color	Starter kit for Encore software .....			0.00
Other	First right or renewal in 2026 .....			0.00
Other	In plant representative for day to day questions .....			0.00
Other	On site rep for monthly visits .....			0.00
Other	Online store for sales <a href="http://www.balfour.com">www.balfour.com</a> .....			0.00
Other	Shipping and handling are included .....			0.00
Other	Spring delivery schedule .....			0.00
Other	Within the range of the GRREC bid .....			0.00

  

1st Deposit: \$	<b>1,837.50</b>	Date:	<b>11-15-2024</b>	Total	
	(30% of Total Est. Price)			Estimated	
2nd Deposit: \$	<b>2,756.25</b>	Date:	<b>03-15-2025</b>	Price:	\$ <b>6,125.00</b>
	(45% of Total Est. Price)		(Final Copy Deadline)		

The completed books will be shipped on a standard delivery schedule after the final copy shipment is received. Standard delivery schedules vary with product line. Failure to meet deadline requirements or to return proofs within the designated time will result in adjustments to the delivery schedule (ask your representative for other exceptions.) The company will make every effort to return submitted photographs and artwork, however the Company assumes no responsibility for their loss or damage. The company exercises no editorial control over the content of the book, and under Texas Law has no responsibility for its content.

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price. Should our suppliers increase their prices by an unexpected amount, the Company may be required to adjust prices accordingly. The Company will notify the Customer prior to manufacture of any such price adjustments.

Applicable sales taxes will be added to the final invoice unless the Customer furnishes evidence of tax-exempt status. The Customer agrees to pay the final invoice within 30 days of the invoice date or pay a late payment fee of 1-1/2% per month of the unpaid balance. Costs associated with collections, including reasonable attorney fees and court costs if it becomes necessary to place this account for collection, will be borne by the Customer. By the authorized signature below, Customer hereby waives notice of acceptance, default and exemption.

The parties acknowledge that Customer will provide, or Balfour/Iconic may otherwise obtain, information during the term of this Agreement that is considered "Personal Information" as defined by this Agreement and/or the CCPA. Such information is referred to for purposes of this Agreement as "Personal Information." The parties acknowledge that Personal Information is necessary for Balfour/Iconic to provide services to Customer under this Agreement. The parties agree that Balfour/Iconic shall not (a) sell Personal Information; (b) retain, use or disclose Personal Information for any purpose other than the specific purpose of performing the services requested by Customer pursuant to the

Agreement; (c) retain, use or disclose Personal Information for a commercial purpose other than providing the services requested by Customer pursuant to the Agreement; or (d) retain, use, or disclose Personal Information outside of the direct business relationship between Customer and Balfour/Iconic. Notwithstanding the foregoing, Balfour/Iconic may use subcontractors in its performance of the business services and such subcontractors shall comply with the CCPA and other applicable data privacy laws and regulations. Balfour/Iconic certifies that it understands these restrictions and will comply with them. Balfour/Iconic Group shall retain Personal Information as long as it is reasonably required for a business purpose. In addition, Customer represents that it has provided notice that Personal Information is being used by Balfour/Iconic as required by the CCPA.

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I [we] have read, understand and accept the terms and conditions of this Contract. I further stipulate that I am an authorized representative of the customer named herein and, as such, am authorized to sign this Contract.

Signature (Circle one: Administrator / Adviser / Editor / Manager)	Please Print Name	Is a Purchase Order Required? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No P.O. #: _____	
Signature (Circle one: Administrator / Adviser / Editor / Manager)	Please Print Name		
Sales Representative (Please Print) <b>Carolyn Brunelle</b>	Rep # <b>950101</b>	Accepted at Balfour	LD





Taylor Publishing Company dba Balfour is hereby authorized as the official publisher of the publication described below.

Production Year <b>2025</b>		Title of Book <b>TBD</b>		Date <b>04-21-2022</b>		Cust# <b>00000</b>	
School <b>James E. Bazzell Middle School</b>			Address <b>201 Gallatin Road</b>			Phone # <b>270-622-7140</b>	
City <b>Scottsville</b>		State <b>KY</b>	Zip <b>42164</b>	Email Address <b>kelsy.willoughby@allen.kyschools.us</b>		Check here to receive email news & tips from Balfour <input checked="" type="checkbox"/>	
Mr., Ms., Dr. <b>Mrs</b>		First Name <b>Kelsey</b>		Last Name <b>Broughton</b>		Title <b>Adviser</b>	
Copies <b>250</b>	Pages <b>64</b>	Trim Size <b>8</b>	Cover Type <input type="checkbox"/> Softcover <input checked="" type="checkbox"/> Hardcover	Delivery Season <input checked="" type="checkbox"/> Spring <input type="checkbox"/> Sum-Fall	Requested Ship Date <b>05-01-2025</b>	Cust Type <input type="checkbox"/> HS <input checked="" type="checkbox"/> JHS/MS <input type="checkbox"/> Elem	<input type="checkbox"/> K-12 <input type="checkbox"/> Univ <input type="checkbox"/> Fine Book

### COPY PREPARATION (Check one)

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☐ BalfourTools® with BalfourGO®    ☐ StudioWorks+® with BalfourGO®    ☐ myYear®

<b>BAL4.TV</b>		<b>eYEARBOOK</b>	
Activate Yearbook Project for BAL4.TV Codes: (add codes at studio.balfour.com) <input type="checkbox"/> Yes		Purchase: <input type="checkbox"/> School (one subscription for each printed yearbook) <input type="checkbox"/> Consumer (parent/student orders online, 50 minimum)	
Price Per Code	(School purchase only) Price per eYearbook	Estimated eYearbook Distribution Date	

Category	Description	Quantity	Price	Total
Base	Full color, 64 page complete yearbook .....	250		4,925.00
Paper	Natura 80# Gloss .....			0.00
Cover	Hardcover, lamination, one foil .....			0.00
Cover	If custom elements, quote will be issued .....			0.00
Cover	One cover proof at no charge via FebEx .....			0.00
Endsheets	Stock white endsheets .....			0.00
Four Color	Starter kit for Encore software .....			0.00
Other	First right or renewal in 2026 .....			0.00
Other	In plant representative for day to day questions .....			0.00
Other	On site rep for monthly visits .....			0.00
Other	Online store for sales www.balfour.com .....			0.00
Other	Shipping and handling are included .....			0.00
Other	Spring delivery schedule .....			0.00
Other	Within the range of the GRREC bid .....			0.00

1st Deposit: \$ **1,477.50**  
 (30% of Total Est. Price)

2nd Deposit: \$ **2,216.25**  
 (45% of Total Est. Price)

Date: **11-15-2024**

Date: **03-15-2025**  
 (Final Copy Deadline)

Total  
Estimated  
Price: \$ **4,925.00**

The completed books will be shipped on a standard delivery schedule after the final copy shipment is received. Standard delivery schedules vary with product line. Failure to meet deadline requirements or to return proofs within the designated time will result in adjustments to the delivery schedule (ask your representative for other exceptions.) The company will make every effort to return submitted photographs and artwork, however the Company assumes no responsibility for their loss or damage. The company exercises no editorial control over the content of the book, and under Texas Law has no responsibility for its content.

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The parties acknowledge that Customer will provide, or Balfour/Iconic may otherwise obtain, information during the term of this Agreement that is considered "Personal Information" as defined by this Agreement and/or the CCPA. Such information is referred to for purposes of this Agreement as "Personal Information." The Parties acknowledge that Personal Information is necessary for Balfour/Iconic to provide services to Customer under this Agreement. The parties agree that Balfour/Iconic shall not (a) sell Personal Information; (b) retain, use or disclose Personal Information for any purpose other than the specific purpose of performing the services requested by Customer pursuant to the

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Sales Representative (Please Print) <b>Carolyn Brunelle</b>	Rep # <b>950101</b>	Accepted at Balfour LD





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(Please Print)

Production Year <b>2025</b>		Title of Book <b>TBD</b>		Date <b>04-21-2022</b>		Cust# <b>15051</b>	
School <b>Allen County Scottsville High School</b>			Address <b>1545 Bowling Green Road</b>			Phone # <b>270-622-4119</b>	
City <b>Scottsville</b>		State <b>KY</b>		Zip <b>42164</b>		Email Address <b>leslie.stoval@allen.kyschools.us</b>	
Mr., Ms., Dr. <b>Mrs.</b>		First Name <b>Leslie</b>		Last Name <b>Stoval</b>		Check here to receive email news & tips from Balfour <input checked="" type="checkbox"/>	
Copies <b>500</b>		Pages <b>288</b>		Trim Size <b>9</b>		Cover Type <input type="checkbox"/> Softcover <input checked="" type="checkbox"/> Hardcover	
				Delivery Season <input checked="" type="checkbox"/> Spring <input type="checkbox"/> Sum-Fall		Requested Ship Date <b>05-01-2025</b>	
				Cust Type <input checked="" type="checkbox"/> HS <input type="checkbox"/> JHS/MS <input type="checkbox"/> Elem		<input type="checkbox"/> K-12 <input type="checkbox"/> Univ <input type="checkbox"/> Fine Book	
				Title <b>Adviser</b>			

**COPY PREPARATION (Check one)**

- ☒ BalfourTools® for Adobe InDesign® 
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 ☐ Encore®  
☐ BalfourTools® with BalfourGO® 
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 ☐ myYear®

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Paper	Natura 100 # Gloss .....			0.00
Cover	Hardcover, lamination, one foil .....			0.00
Cover	If custom elements, quote will be issued .....			0.00
Cover	One cover proof at N/C via FedEx .....			0.00
Endsheets	Stock White endsheets .....			0.00
Four Color	Starter Kit for ID software .....			0.00
Other	First right of renewal in 2026 .....			0.00
Other	In Plant representative for day to day questions .....			0.00
Other	On site rep for monthly visits .....			0.00
Other	Online Store for sales www.balfour.com .....			0.00
Other	shipping & handling are included .....			0.00
Other	Spring Delivery Schedule .....			0.00
Other	Within the range of the GRREC bid .....			0.00

1st Deposit: \$ **9,000.00**  
 (30% of Total Est. Price)  
 2nd Deposit: \$ **13,500.00**  
 (45% of Total Est. Price)

Date: **11-15-2024**  
 Date: **03-25-2025**  
 (Final Copy Deadline)

Total Estimated Price: \$ **30,000.00**

The completed books will be shipped on a standard delivery schedule after the final copy shipment is received. Standard delivery schedules vary with product line. Failure to meet deadline requirements or to return proofs within the designated time will result in adjustments to the delivery schedule (ask your representative for other exceptions.) The company will make every effort to return submitted photographs and artwork, however the Company assumes no responsibility for their loss or damage. The company exercises no editorial control over the content of the book, and under Texas Law has no responsibility for its content.

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The parties acknowledge that Customer will provide, or Balfour/Iconic may otherwise obtain, information during the term of this Agreement that is considered "Personal Information" as defined by this Agreement and/or the CCPA. Such information is referred to for purposes of this Agreement as "Personal Information." The Parties acknowledge that Personal Information is necessary for Balfour/Iconic to provide services to Customer under this Agreement. The parties agree that Balfour/Iconic shall not (a) sell Personal Information; (b) retain, use or disclose Personal Information for any purpose other than the specific purpose of performing the services requested by Customer pursuant to the

Agreement; (c) retain, use or disclose Personal Information for a commercial purpose other than providing the services requested by Customer pursuant to the Agreement; or (d) retain, use, or disclose Personal Information outside of the direct business relationship between Customer and Balfour/Iconic. Notwithstanding the foregoing, Balfour/Iconic may use subcontractors in its performance of the business services and such subcontractors shall comply with the CCPA and other applicable data privacy laws and regulations. Balfour/Iconic certifies that it understands these restrictions and will comply with them. Balfour/Iconic Group shall retain Personal Information as long as it is reasonably required for a business purpose. In addition, Customer represents that it has provided notice that Personal Information is being used by Balfour/Iconic as required by the CCPA.

Pursuant to V.T.C.A., Government Code §2270.002, the Company affirms that it does not boycott Israel and will not boycott Israel during the term of this contract. The Print Trade Customs of the Printing Industry of America, Inc. are incorporated into the terms of this Contract, except as specifically otherwise stated herein, and are reprinted on the back of this Contract.

This contract is subject to acceptance by Taylor Publishing Company dba Balfour in Dallas, Texas, and will be governed by the laws of the State of Texas.

I [we] have read, understand and accept the terms and conditions of this Contract. I further stipulate that I am an authorized representative of the customer named herein and, as such, am authorized to sign this Contract.

Signature (Circle one: Administrator / Adviser / Editor / Manager)	Please Print Name	Is a Purchase Order Required? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No P.O. #: _____
Signature (Circle one: Administrator / Adviser / Editor / Manager)	Please Print Name	
Sales Representative (Please Print) <b>Carolyn Brunelle</b>	Rep # <b>950101</b>	Accepted at Balfour <b>LD</b>