

**LISA LEWIS, DIRECTOR**  
STEPHANIE BONNETT, ASSISTANT FINANCE OFFICER  
NICOLE CURRY, ACCOUNTING SUPERVISOR

**DEPARTMENT OF FINANCE**

TO: Board Members  
FROM: Lisa Lewis, Director of Finance *Lewis*  
DATE: September 18, 2023  
RE: Underclassmen and High School Pictures

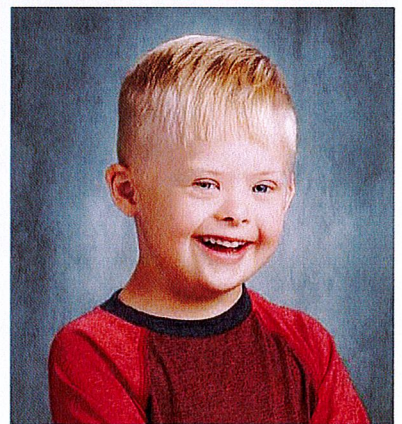
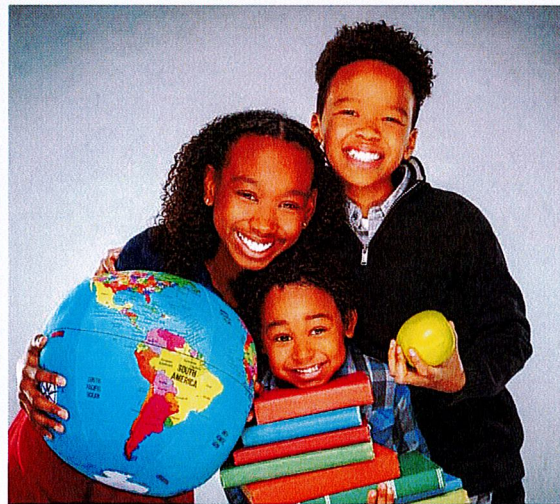
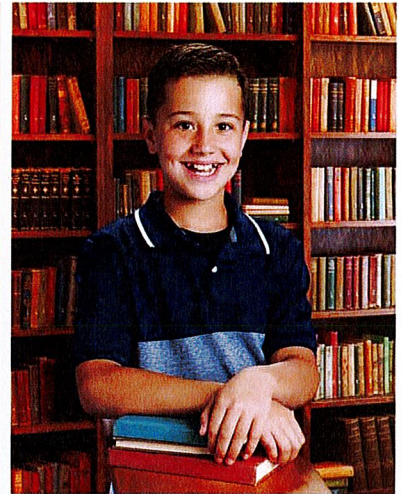
At this time, I ask for the Board's permission to extend the contract with Lifetouch for Underclassmen and High School Pictures (i.e. senior pictures, etc.) for the district. The original contract covered 2021-22 school year and may be renewed for three additional one-year periods with the consent of both parties. I ask the Board to approve the extension for Underclassmen and High School Pictures for the district with Lifetouch.

**OUR MISSION IS TO INSPIRE AND EQUIP OUR STUDENTS TO SUCCEED IN LIFE**

**BULLITT COUNTY PUBLIC SCHOOLS IS AN EQUAL EDUCATION AND EMPLOYMENT INSTITUTION**



# SCHOOL PHOTOGRAPHY SERVICES FOR Bullitt County School District Contract Extension



**Lifetouch.**



# CONTRACT EXTENSION AGREEMENT

This Contract Extension Agreement is an amendment to the Agreement dated February 9, 2022 by and between Shutterfly Lifetouch, LLC (successor to Lifetouch National School Studios, Inc., "Lifetouch") and the Bullitt County School District for school photography services (the "Agreement"). The parties agree as follows:

1. The Term of the Agreement is extended to include the 2024-2025 School Year (the "Extended Term").
2. Package pricing and commission for the Extended Term shall be as follows:
  - National simplified pricing packages. Please see following page for more information.
    - Our basic package is priced at \$14.99 and includes the following:
      - (2) 5x7
      - (2) 3x5
      - (4) 2x3
      - Class Picture
      - Digital Image download (included in all our package options)
    - Lifetouch will pay 30% commission on total sales, calculated 45 days from picture day.
3. Except as amended hereby, the terms of the Agreement remain in full force and effect, including:

## Shutterfly Lifetouch, LLC

By: Angela Kramer

Title: Sales Manager

Date: 9.19.23

By: Angela Kramer

Angela Kramer, Sales Manager

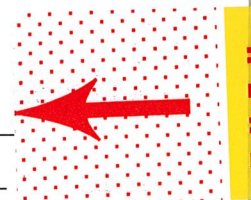
Date: 9.18.23

## Bullitt County School District






By: \_\_\_\_\_

Title: Darrell Coleman, Chair

Date: 9-25-2023



# FALL 2024 PACKAGES & PRICING

Pick a Package	Basic	Standard	Digital Only	Plus	Premium
Pictures Included	(2) 5x7 (2) 3x5 (4) 2x3 Class Picture	(1) 8x10 (4) 5x7 (2) 3x5 (8) 2x3 Class Picture	(2) Digital Image	(1) 8x10 (4) 5x7 (2) 3x5 (8) 2x3 Class Picture	(2) 8x10 (4) 5x7 (4) 3x5 (12) 2x3 Class Picture
Shutterfly Digital Image Download	Included 	Included 	Included 	Included 	Included 
Picture Background	Standard	Standard	Select Your Background	Select Your Background	Select Your Background
Retouching	---	---	Premium Retouching – removes blemishes plus whitens teeth and evens skin tone	Basic Retouching – Removes blemishes	Premium Retouching – removes blemishes plus whitens teeth and evens skin tone
Name and Grade	---	---	Name and Grade	Name and Grade	Name and Grade
<b>Price</b>	<b>\$14.99</b>	<b>\$29.99</b>	<b>\$29.99</b>	<b>\$44.99</b>	<b>\$59.99</b>

Add-Ons			
(8) 2 x 3 Wallets	\$15.99	(4) Variety 3x5	\$15.99
(4) 3x5	\$15.99	(8) Variety 2x3	\$15.99
(2) 5x7	\$15.99	Variety Special - (4) Variety 3x5 (8) Variety 2x3	\$23.99
(1) 8x10	\$15.99		

More backgrounds, products, Special Offers and options on [mylifetouch.com](https://mylifetouch.com)



**A Special Offer!**

Enjoy \$30 Off at Shutterfly\* plus a Free 8x8 photo book when you purchase a package on [mylifetouch.com](https://mylifetouch.com).

\*Offer expires April 30, 2022. Taxes, shipping and handling may apply. Other restrictions apply. Learn more at [lifetouch.com/K12GWP](https://lifetouch.com/K12GWP)





# EXCLUSIVE PARTNERSHIP INCENTIVES

**All resources outlined below are available at no additional cost to Bullitt County Board of Education upon award.**

## FOR SCHOOLS:

### **COMMISSION | 30% OF TOTAL SALES**

Lifetouch will provide Bullitt County Board of Education 30% commission of total sales versus on package sales alone. See page 14 for more information.

### **SCHOOL BRANDING GRANT | \$1,000 DISTRICT RETAIL VALUE PER YEAR**

Lifetouch will provide a Lifetouch PrintShop branding voucher in the amount of \$1,000 to the district for each year of the agreement. This voucher can be used to create customized banners, posters, signage, decals, wall/floor graphics and more for each school! See page 20 for more information.

### **STUDENT REWARD & RECOGNITION PROGRAM | \$6,900 DISTRICT RETAIL VALUE PER YEAR**

Lifetouch will provide a \$300 Student Recognition credit per year to each school for your staff to customize a wide variety of recognition materials. These materials can be used to honor and reward your students, staff, and administration. See page 18 for more information.

### **NEW! SHUTTERFLY STOREFRONT | VALUE MAY VARY BY SCHOOL**

Lifetouch customers have the exclusive opportunity to earn additional funds for their campuses using Shutterfly Storefront, which provides an 8% commission on purchases made through their unique Shutterfly URL. Schools can create custom products and promote those to their school communities, or they can encourage families to shop for holiday cards, home decor, and photo gifts through the unique Shutterfly URL - it's as easy as that! See page 19 for more information.

## FOR FAMILIES:

### **NEW! SHUTTERFLY GIFT WITH PURCHASE | VALUE MAY VARY AT EACH SCHOOL**

A Special Shutterfly Gift! Families will enjoy \$30 to spend PLUS a free 8x8 photo book from Shutterfly when they purchase a package on mylifetouch.com. See page 14 for more information.

### **LIFETOUGH REWARDS PROGRAM | VALUE MAY VARY AT EACH SCHOOL**

The Lifetouch Rewards Program is our customer loyalty program, available for families who order online. Upon enrolling in the program, families will receive a free Shutterfly gift (**Valued at \$29.99**), along with ongoing discounts as the continue to make online purchases at mylifetouch.com. See page 16 for more information.

## COMPLIMENTARY PRODUCTS & SERVICES FOR SCHOOLS

Product/Service	Description	Retail Value
<b>Lifetouch Portal Access</b> <i>No charge to the school!</i>	This web-based interface allows schools and districts to securely share student data with Lifetouch and download Picture Day images.	\$150 Per Year
<b>Parent Notify</b> <i>No charge to the school!</i>	This communication tool allows schools to send automated email reminders to parents about Picture Day and yearbooks sales.	\$100 Per Year
<b>Shutterfly Storefront</b> <i>No charge to the school!</i>	Shutterfly Storefront will provide an 8% commission back to the district on Shutterfly sales from your unique URL code that you advertise to your community. See page 19 for more information.	Value may vary at each school.
<b>Admin Calendars</b> <i>No charge to the school!</i>	Your administrative staff will receive complimentary admin calendars to utilize throughout the school year.	\$3.50 Each *Approx. 5 will be Provided
<b>Photo Labels</b> <i>No charge to the school!</i>	A sheet of four photo labels will be provided to your administrative staff for every student photographed.	\$.50 Per Sheet
<b>Staff ID Cards</b> <i>No charge to the school!</i>	Every Staff member photographed will receive one complimentary ID card. *Per building request	\$3.50 Per Card
<b>Staff Digital Images</b> <i>No charge to the school!</i>	Every Staff member photographed can claim their free digital image on Shutterfly.	\$15 Per Image
<b>Group &amp; Candid Images – Digital Access</b> <i>No charge to the school!</i>	Each school will receive complimentary access to group and candid images that can be used for the yearbook.	\$100 Per School
<b>Yearbook Images – Digital Access</b> <i>No charge to the school!</i>	Formatted images will be provided for school yearbook production, ensuring optimal image quality.	\$75 Per School
<b>Senior Wall Composites</b> <i>No charge to the school!</i>	A Senior Wall Composite can be provided at no cost consisting of the entire senior class.	\$300 Each *Approx. 1 will be Provided per High School
<b>Principal’s Album</b> <i>No charge to the school!</i>	The Principal’s Album contains class group or class composite images of the school classrooms for the Principal’s reference.	\$35 Each
<b>Class Pictures</b> <i>No charge to the school!</i>	We will provide one complimentary 8 X 10 class picture for each teacher at no additional cost.	\$12 Each
<b>ESTIMATED ANNUAL VALUE OF POTENTIAL SAVINGS FOR YOUR SCHOOLS</b> <small>*Should they choose to utilize <b>all</b> services outlined above. This number is subject to change.</small>		<b>\$28,704</b>

### \*Estimates are Based on the Following Information

23 School Buildings | 12,000 Students | 1,200 School Staff Members



# COMPLIMENTARY PRODUCTS & SERVICES FOR FAMILIES

Product/Service	Description	Retail Value
<b>Shutterfly Photo Storage</b> <i>*No Additional Charge!</i>	When families purchase qualified packages on mylifetouch.com, their digital images will be stored on Shutterfly for no additional cost and can be downloaded.	\$12 Per Family *Per Year
<b>SmileSafe Child Safety Cards</b> <i>*No Additional Charge!</i>	Two (2) <b>complimentary</b> SmileSafe cards will be provided to each student photographed, regardless of purchase.	\$5 Per Card
<b>SmileSafe Child Safety Card *Digital Download</b> <i>*No Additional Charge!</i>	A <b>complimentary</b> digital download of the SmileSafe Child Safety Card is available for each student photographed.	\$2 Per Download
<b>Lifetouch Rewards Program</b> <i>*Includes Free Shutterfly Gift!</i>	Families who order online can enroll to receive a free Shutterfly gift valued at \$29.99 or more upon enrollment. Families will then receive ongoing discounts as they make more purchases. \$29.99 for enrolling in the program + 10% Discounts. Estimated Per Year	\$29.99+ Per Order
<b>Parent Volunteer Packages</b> <i>*No Additional Charge!</i>	Parent volunteers will receive a <b>complimentary</b> picture package to reward parents who offer to assist our photographers on Picture Day. *Value may vary	\$14.99 Per Package *Approx. 2 Packages will be Provided per school
<b>ID Cards</b> <i>*No Additional Charge!</i>	Every student photographed will receive one <b>complimentary</b> ID card.	\$3.50 Per Card
<b>ESTIMATED ANNUAL VALUE OF POTENTIAL SAVINGS FOR YOUR FAMILIES</b> <i>*Should they choose to utilize <u>all</u> services outlined above. This number is subject to change.</i>		<b>\$630,690</b>

## \*Estimates are Based on the Following Information

23 School Buildings | 12,000 Students | 1,200 School Staff Members

\*Values have been projected with the assumption that all families will take advantage of each offer listed. Local online participation rate may cause these numbers to fluctuate.

# REVENUE SHARING PATHWAYS | COMMISSIONS

Most photo companies offer only one way to earn commission from school picture packages. With Lifetouch, you have multiple opportunities to supplement revenue in your schools.

Our goal is to provide more opportunity to your schools.

## Path A

### Portrait Commission\*

- Fall – 30% of Gross Net Dollar total at 45-days after picture day
- Spring – 30% of Gross Net Dollar total at 45-days after picture day

\*Gross Net Dollars are the total dollars of every product sold less taxes, not just packages sold.

## Path B

### Shutterfly Storefront

- 8% of total Shutterfly Sales by your families paid each month.
- Access to all Shutterfly products through each school's unique URL code.
- For more information on how Storefront works, please see page 19.

## Shutterfly Gift with Purchase

### A Special Shutterfly Gift!

Families will enjoy \$30 to spend PLUS a free 8x8 photo book from Shutterfly when they purchase a package on [mylifetouch.com](http://mylifetouch.com).





# Lifetouch.

## A New Photography Experience

Lifetouch is leading the photography industry in providing comprehensive photography session safety protocols. These protocols follow the guidelines and recommendations of the Center for Disease Control (CDC), U.S. Department of Health & Human Services (HHS), and Occupational Safety and Health Administration (OSHA) standards related to COVID-19.

Our new photography safety protocols include



### ENHANCED CLEANING

Photographers are provided sanitizing wipes and spray to clean camera stations and equipment



### NO-CONTACT POSING & SOCIAL DISTANCING

Photographers are required to maintain six feet between themselves and subjects while being photographed



### PRE-SESSION HEALTH CHECK

Photographers are provided a thermometer for their daily self-health assessment before reporting to a photography event



### SAFETY TRAINING

Lifetouch employees are required to complete comprehensive safety and cleaning protocol training



### MASKS

Photographers are required to wear masks during the entire photography session



### CUSTOMIZED PLAN

Most importantly, we'll work with you to establish a plan that fits your needs

While photography sessions may look different this year, as a trusted partner, our goal remains the same: to ensure you receive this essential photography service and families can continue to capture life's memories.

Contact your Lifetouch Representative for more details.

[Lifetouch.com](https://www.lifetouch.com)

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## Request for Taxpayer Identification Number and Certification

**Give Form to the  
requester. Do not  
send to the IRS.**

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. <b>Sherwood Holdings I, Inc.</b> 2 Business name/disregarded entity name, if different from above <b>Shutterfly Lifetouch, LLC</b> 3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input checked="" type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ <b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  Exempt payee code (if any) _____  Exemption from FATCA reporting code (if any) _____  <i>(Applies to accounts maintained outside the U.S.)</i>
	5 Address (number, street, and apt. or suite no.) See instructions. <b>11000 Viking Drive</b> 6 City, state, and ZIP code <b>Eden Prairie, MN 55344</b> 7 List account number(s) here (optional)	Requester's name and address (optional)

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

<b>Social security number</b>										
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<b>or</b>										
<b>Employer identification number</b>										
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8	4	-	2	3	3	8	6	7	9	

**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
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**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*





# CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YYYY)  
07/01/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Aon Risk Services Central, Inc. Minneapolis MN Office 5600 West 83rd Street 8200 Tower, Suite 1100 Minneapolis MN 55437 USA	<b>CONTACT NAME:</b> PHONE (A/C No. Ext): (866) 283-7122      FAX (A/C No.): (800) 363-0105	
	<b>E-MAIL ADDRESS:</b>	
<b>INSURED</b> Shutterfly LLC Shutterfly Lifetouch LLC 11000 Viking Drive Eden Prairie MN 55344 USA	<b>INSURER(S) AFFORDING COVERAGE</b>	
	INSURER A:	Zurich American Ins Co      16535
	INSURER B:	American Zurich Ins Co      40142
	INSURER C:	Navigators Insurance Co      42307
	INSURER D:	
	INSURER E:	

Holder Identifier :

**COVERAGES**      **CERTIFICATE NUMBER:** 570088271429      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.      **Limits shown are as requested**

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOG OTHER:			GLO104083806	06/30/2021	06/30/2022	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Per occurrence) \$500,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$4,000,000 PRODUCTS - COMP/OP AGG \$4,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			BAP 1040839-06	06/30/2021	06/30/2022	COMBINED SINGLE LIMIT (Per accident) \$2,000,000 BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION			CH21UMRZ026NVQN	06/30/2021	06/30/2022	EACH OCCURRENCE \$10,000,000 AGGREGATE \$10,000,000
B	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR / PARTNER / EXECUTIVE OFFICER/ MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N	WC104083606 WC104083706	06/30/2021 06/30/2021	06/30/2022 06/30/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE-EA EMPLOYEE \$1,000,000 E.L. DISEASE-POLICY LIMIT \$1,000,000

Certificate No : 570088271429

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

<b>CERTIFICATE HOLDER</b>  Shutterfly LLC Shutterfly Lifetouch LLC 11000 Viking Drive Eden Prairie MN 55344 USA	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE  <i>Aon Risk Services Central, Inc.</i>
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ACORD 25 (2016/03)

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# Lifetouch.

## A New Photography Experience

Lifetouch is leading the photography industry in providing comprehensive photography session safety protocols. These protocols follow the guidelines and recommendations of the Center for Disease Control (CDC), U.S. Department of Health & Human Services (HHS), and Occupational Safety and Health Administration (OSHA) standards related to COVID-19.

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### CUSTOMIZED PLAN

Most importantly, we'll work with you to establish a plan that fits your needs

While photography sessions may look different this year, as a trusted partner, our goal remains the same: to ensure you receive this essential photography service and families can continue to capture life's memories.

Contact your Lifetouch Representative for more details.

[Lifetouch.com](https://www.lifetouch.com)

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# THANK YOU

We know your students and families are your number one priority. You're responsible for them from the first bell to the last.

As the leader in school photography and yearbooks, we take our role in capturing important memories for your students very seriously by making Picture Day extra special for students, and easy for you, all while giving families something to smile about.



## CUSTOMER SERVICE

Lifetouch's support team is ready to assist with any requests or questions regarding your school pictures you or your families may have. We offer separate toll-free lines for parents and school administrators to best assist you.

## EXTENDED HOURS

**Parent Customer Service Number | 1-800-736-4753**

*7:00 am to 7:00 pm Monday-Friday | Saturday 8:00 am - 7:00 pm*

**School Customer Service Number | Danielle Powell | 513-577-7593**

*8:00 am to 4:30 pm Monday-Friday*