FULL COLOR

Professional Printing Services

Studio Name _____ **Account #** _____

School Name _____

Size: ☐ 5x7 ☐ 6x8 ☐ 8x10 ☐ 8x12 ☐ 10x13 ☐ 10x20 ☐ 11x14 ☐ 12x18
☐ 16x20 ☐ 20x24 ☐ 20x30 ☐ 24x30 ☐ 30x40 ☐ 40x60 ☐ **Other** _____

Orientation: ☐ Landscape ☐ Portrait

Grouped by:

☐ Grade ☐ Full School
☐ Home Room ☐ Staff
☐ Teacher
☐ Other _____

Total # of Groups = _____

Number of Prints per Composite:

☐ Each student in class
☐ Composite = Package _____
☐ Add # _____ for Staff per composite

Title Block to Include:

☐ School Name ☐ Teacher
☐ Grade ☐ Year

Indicate Title Block Position

Background:

☐ 1 Color _____
☐ 2-Color Gradient 1st _____ 2nd _____
　　Gradient Direction: ☐ Left-Right ☐ Top-Bottom
☐ Clouds ☐ Flag ☐ Puzzle
☐ Customer Image File ☐ Logo File

Portrait Layout Shape:

☐ Oval ☐ Rectangular

Include on All Composites:

☐ Superintendent .... Criteria: 1
　Name _____
☐ Asst. Supt .... Criteria: 2
　Name _____
☐ Principal .... Criteria: 3
　Name _____
☐ Vice Principal .... Criteria: 4
　Name _____
☐ Name _____
　Criteria: 4
☐ Name _____
　Criteria: 4

Position: ☐ First ☐ Last

Include on Group Composite:

☐ Teacher .... Criteria: 5
☐ Teacher's Aide .... Criteria: 6
☐ Other _____
　Criteria: 6

Position: ☐ First ☐ Last

▸ If position title is to be used for staff, then place into the Last Name data field. The Full Name will then go into the First Name data field.
▸ Honorific staff names should be entered in the First Name data field i.e., Mr. Mrs. Ms. Dr.

Frame:

☐ No Frame
☐ Thin Black ☐ Thin White ☐ Thick Black
☐ Marble: ☐ Blue ☐ Green ☐ Gray ☐ Brown