



Yearbooks and Printing Online (YAPO)
 26 Canada Way
 Bordon
 Hampshire
 GU35 0JT
 Tel: 01420 478877
 www.yapo.co.uk
 Email: sales@yapo.co.uk

Yearbook Agreement Form

School Name:

School Address:

Town:

County:

Postcode:

We agree that the above school is entering an agreement for the provision of our **Yearbook for 2020/21 Leavers'** for the Support and Printing services. We are agreeing to enter into an exclusive agreement with Yearbooks and Printing Online (YAPO) to produce the Yearbooks for the coming academic year.

Yearbook Style

Saddle Stitch (36 page, stapled spine, laminated cover)	Perfect Bound (Glued Spine, Laminated Cover)	Case Bound (Glued Spine, Hard laminated cover) * Minimum of 30 copies
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No. of Pages:	Standard (48 pages)		Other	
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Year Group Size:	
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Optional Deposit

We would like to be invoiced immediately for a £250.00 deposit entitling us to a discount off the Yearbook price, we are aware that this will be deducted off the final invoice. We also understand that this is a non-refundable deposit.

Teacher's Contact Details

Teacher's Name:

Teacher's Email:

Teacher's Telephone:

Teacher's Name:

Teacher's Email:

Teacher's Telephone:

We have read and understand and agree to the Terms and Conditions overleaf.

Name:		Signed:	
Date:		Position in School:	

The school's commitment to Yearbooks and Printing Online (YAPO).

You will make free use of the Yapo.co.uk website to design and build your 2020/21 Yearbook.

- * You will be responsible to ensure that the parents of all pupils to be featured in the Yearbook have been advised that a Yearbook is being produced and that they have been given notice to have their child excluded from the book should they wish.
- * You will ensure that all parents/guardian's are given the opportunity to opt out of inclusion in the Yearbook.
- * You are responsible for maintaining these records and complying with parents/guardian's request.
- * You are responsible for ensuring that you have the right to use all images that will be featured in the Yearbook. To this effect you will not hold Yapo.co.uk responsible and you will be totally responsible for all the images to be used in the Yearbook.
- * You accept complete responsibility for the editorial content of the Yearbook and agree that Yapo.co.uk cannot be deemed to have any editorial control over the content.
- * You accept that all proofing and final sign off of the Yearbook is your total responsibility.
- * You confirm that you will be responsible for the control and issuance of passwords to the Yearbook website through the website interface.
- * You confirm that you will not enter into any other agreement, with any other company, to produce a Yearbook, or similar, for this year.
- * You will endeavour to sell as many copies of the final Yearbook as possible you are not held to any minimum order number: (excluding Hard back which is 30 copies)
- * You can sell advertising space in the Yearbook and your school with retain all revenues gained.
- * You will provide Yearbooks and Printing Online (YAPO) with a minimum of 4 weeks between sign off of the completed Yearbooks pages and delivery date of the actual Yearbook, YAPO will advise a delivery date on sign off of the proof.
- * Yearbooks and Printing Online (YAPO) will invoice for the full amount to the school direct prior to printing and payment will be made in full before the Yearbooks will be delivered to school.

Yearbooks and Printing Online's (YAPO) Commitment to the school

- * We will provide all the help and support throughout the Yearbook production cycle.
- * We will provide free, unlimited access to the website so that you can produce the Yearbook.
- * We will review and assist with the Yearbook design and make suggestions for improvement and will assist where necessary.
- * We are not responsible for any of the editorial content, accuracy, or picture quality in the final Yearbook, pictures used in the Yearbook should be high resolution and higher than 300dpi, mobile phone images or individual photos off SIMS may appear blurry as they are LOW resolution.