

Your technical resources

Do all classrooms have internet access or are there designated rooms?	
Is there a server/network which the whole school can access?	Y / N
Do all pupils have a school email address?	Y / N
Do all staff have a school email address?	Y / N
Are there facilities to scan material?	Y / N
Does the school have access to a digital image library of pupils?	Y / N

The school's, college's or university's commitment to Book-Builder

- You will make free use of the Book-Builder website to design and create your 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 the opportunity to have their children excluded from the book should they wish.
- You will ensure that all parents/guardians 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 requests.
- 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 hold Book-Builder harmless and 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 Book-Builder 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. You will advise Book-Builder immediately should any passwords come into the knowledge of an unauthorised individual so that Book-Builder can issue new passwords.
- 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 but you are not held to any minimum order number.
- You can sell advertising space in the Yearbook and you can retain all such revenues, however advertisements must be supplied to Book-Builder in their final PDF format. Any design or amendments to advertisements can be arranged by Book-Builder but this will be at an additional charge.
- You will provide Book-Builder with a minimum of 3 weeks between final sign off of the completed Yearbook pages and delivery date of the actual Yearbook.
- You will collect payments on behalf of Book-Builder for the Yearbook and pass these payments to Book-Builder prior to printing.

Book-Builder's commitment to the school, college or university

- We will provide help and support throughout to 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. No suggestions made by Book-Builder in anyway constitute editorial control.
- We are not responsible for any of the editorial content, accuracy, or picture quality in the final Yearbook.

OFFICE USE ONLY

No. of pupils.....

Approx no. of books.....

Finishing style.....

Invoice value.....

Print date.....

Delivery/Invoice date.....