https://www.classactportraits.com/

1) Vendor Information:	Class Act Portraits LLC
Contact Name/Title	Kendra Englund, Owner
Street Address	38022 36th PL S
City/State/Zip Code	Auburn, WA 98001
Telephone Number	253-722-8131
Email Address	kendra@classactportraits.com
Federal Identification Number	27-1045111
UBI Number	602 957237
2) Vendor Services Provided:	Elementary Individual and Class Pictures
3) Rebate percentage offered?	Yes-10%-Schools may skip rebate to offer lower prices
4) Does vendor have an online payment system?	Yes, PCI security process for all credit cards
5) Complaint resolution process:	100% satisfaction guarantee. No charge for retakes. Parents contact studio and we resolve any issue with outstanding customer support.
6) Method of handling print errors.	Errors corrected at no cost and corrected product delivered to family within ten business days. Corrections are provided to district for SIS within two business days
7) Time frame after notification of error for picture correction	Maximum ten business days for delivery of corrected prints after notification of an error - at no charge
8) Process for handling pictures reflecting inappropriate student behavior or stances?	Photographers are trained to catch inappropriate student behavior and redirect the student. We enlist teacher or admin to assist when needed. Any inappropriate images that make it through to our editors are discarded or photoshopped before being provided to families or yearbook coordinator
9) Policy regarding adjusting student appearance prior to photo session	No-touch policy. Verbal directions given. We hold up a mirror for students and provide single-use combs, wipes and kleenex so that they can make any needed adjustments. We ask teachers or parent volunteers to provide hands-on assistance to students as needed
10) Processing/handling or other fees	No processing/handling fees. Free shipping to school is available for up to 14 days after picture day. Later orders are shipped to home and incur a shipping fee. There is no fee for basic retouching.
11) Re-order availability throughout school year	Yes - reordering available the entire school year and beyond
12) Background check process	Our fingerprinting background check process goes through both Washington State Patrol and FBI
13) Policy and procedure for confidentiality of student information	Use of firewalls and antivirus software, secure network, no sharing of confidential data or Directory Information
14) Do you have Liability Insurance	Hanover Insurance. Certificate of insurance available upon request

Class Act
P·O·R·T·R·A·I·T·S LLC

Complimentary Service Items Available from Class Act Portraits

We are able to provide any incentives that other companies offer.
Here are some of the most frequently needed items

- All tools needed to PLAN a successful picture day:
  - Flexible Scheduling
  - Office Manager Road Map of the picture process with emailed reminders
  - Instruction Letter for Teachers
  - Teacher Sign-Up Sheet
  - Volunteer Sign-Up (each given a FREE picture package with our sincere thanks)
- All tools needed to PROMOTE a successful picture day:
  - Parent Flyer with Picture Day Information – Bilingual English & Spanish
  - Prepared Artwork for School Website & Social Media
  - Phone Script for a Reminder Call to Families
- **Our Staff receives special training on effectively working with Students with Disabilities**
- Individual Portrait Welcome Sign for each Staff member to display on desk or door
- 5x7 Class Picture for each adult pictured with class including ***Aides and Student Teachers!***
- 5x7 Staff Group Picture for each staff member
- 16x20 Staff Group Picture or Staff Composite for office display, if desired
- Binder containing a 5x7 print of every class, club and group photographed
- Student Directories (sorted as needed)
- Student Photo Stickers for cume files, art projects, etc.
- Administration CD or Secure Download formatted as specified for the District (Follett Destiny, eTrition, etc.)
- PSPA Yearbook CD or Secure Download: Individual and Group pictures (if applicable)
- Yearbook Printing Services
- Software to print ID Cards, Certificates, Birthday Cards, etc.
- Club or Group Pictures
- Flexible Picture Day Commission/Fundraising Structure (10% of packages after tax)
- Tear-Off Inquiry Pads (for parents with picture questions)
- Student ID Cards/Self Manager Badges with Custom Layout, if desired (including barcode)
- Staff, Volunteer, Visitor, PTA Badges with Custom Layout, if desired
- Free Student Picture Packages for low-income families
- Easy Online Ordering Services with private image gallery matched to Student ID#
- FREE Standard Retouching for Staff and Students
- FREE Premium LOCAL Backgrounds (Space Needle, Mt. Rainier, La Conner Tulips, etc.)
- We are flexible and happy to customize our Picture Day service to best meet the needs of your school

TWIN LAKES PICTURE DAY: SEPT. 18
MAKE-UP PICTURES: NOV. 6

Packages *Paquetes*

QUESTIONS? *Preguntas?*
Check out our FAQ at ClassActPortraits.com
info@classactportraits.com (253) 569-1627

PACKAGE A $12.50
(2) 3x5
(4) Wallets

PACKAGE B $18.50
(1) 5x7
(2) 3x5
(4) Wallets

PACKAGE C $22.50
(1) 5x7
(4) 3x5
(4) Wallets

PACKAGE D $26.50
(2) 5x7
(4) 3x5
(8) Wallets

PACKAGE E $30.00
(1) 8x10
(2) 5x7
(4) 3x5
(8) Wallets

PACKAGE F $48
(2) 8x10
(4) 5x7
(4) 3x5
(8) Wallets
(16) Mini Wallets

Facebook QR Code

A La Carte

PKG	ITEM(S)	PRICE
J	(1) 8x10	$13
K	(2) 5x7	$13
L	(4) 3x5	$13
M	(8) Wallets (2.5x3.5)	$13
P	(2) Photo Magnets *Imanes de la foto*	$15
U	(1) All About Me 8x10 Keepsake Collect 1 Every Year! Personalize with Permanent Marker (not included)	$20
V	Digital Download High Resolution, Includes Copyright Release	$30
W	Premium Retouching	$10

Follow us on facebook and Order Online:
www.ClassActPortraits.com

FREE GIFT WITH $35 ONLINE ORDER!

Otros Fondos y Productos Disponibles en la Página de Internet.

Free *All About Me* 8x10 Keepsake ($20 Value)



ADDITIONAL BACKGROUNDS AND PRODUCTS AVAILABLE ONLINE!

THANK YOU FOR YOUR ORDER!
Gracias por su orden!

100% SATISFACTION GUARANTEE
Satisfaccion Garantizada

Fill in information below. PLEASE PRINT CLEARLY.
We cannot accept responsibility for illegibility or misspelling.
Background options are pictured on the front of this form.

Llene el formato de abajo. POR FAVOR ESCRIBA CON ILEGIBILIDAD. No nos haremos responsables por errores o escritura ilegible. Todas las opciones de fondo se muestran en la parte de enfrente del formato.

Instructions

1. Please use a separate order form for each student.
2. You may pick a different background for each Package or A La Carte item. Packages CANNOT be split between backgrounds.
3. Enclose payment in the attached envelope and return it to school on Picture Day.
4. Returned checks are subject to $40 fee.
5. Retain this portion for your records.

Instrucciones de compra

1. *Por favor use un formato de pedido para cada estudiante.*
2. *Escoja su(s) paquete(s). Puede elegir un fondo diferente para cada paquetes o articulos "A La Carte". Cada paquete tiene solamente un fondo.*
3. *Incluya su pago en el sobre adjunto y entreguelo a su maestra el día que se tomará la foto.*
4. *Se cobrará $40 por los cheques que sean devueltos.*
5. *Gaurda la parte superior de este formato para tus archivos.*

Order Form

STUDENT FIRST NAME *Nombre del estudiante*

LAST NAME *Apellido*

PHONE *Telefono (requisito)* - - (REQUIRED)

PARENT EMAIL

2ND PARENT EMAIL

SCHOOL NAME *Nombre de la escuela*

GRADE *Grado*

TEACHER *Maestro*

☐ **CASH-** Enclose exact amount. Change cannot be given on picture day.
Efectivo- Si el pago es en efectivo - incluya la cantidad exacta. No se podra dar cambio en la escuela.

☐ **CHECK-** Make checks payable to: *Class Act Portraits*
Cheque- Haga el cheque + giros a nombre de: Class Act Portraits

☐ **ONLINE PREORDER-** Write confirmation number:
Orden Previa En Linea- Escribir el número de confirmación.

Payment by check is your express authorization that it may be converted into a one-time Electronic Fund Transfer(EFT) from your account, and all returned checks or EFT's may be represented electronically along with a separate EFT or demand draft for maximum returned check fee allowed by state law. For inquires: (800) 460-0124 or www. statecheckfees.com

El pago por cheque es su autorización expresa de que puede convertirse en una Transferencia Electrónica de Fondos única (EFT) de su cuenta y todos los cheques devueltos o EFT pueden ser representados electrónicamente junto con un borrador de EFT o de solicitud por separado para la tarifa máxima de cheques devueltos Permitido por la ley estatal. Para más información: (800) 460-0124 o www. Statecheckfees.com

If you do not pick a background you will receive background #13 (Blue)
Si usted no escoge un fondo recibirá el fondo #13 (Azul)

Pkg/Item	Background *Fondo*	Price	Qty	Total

Personalize ALL Prints with First Name & Year
✓Check Box to add Personalization for $6 ☐

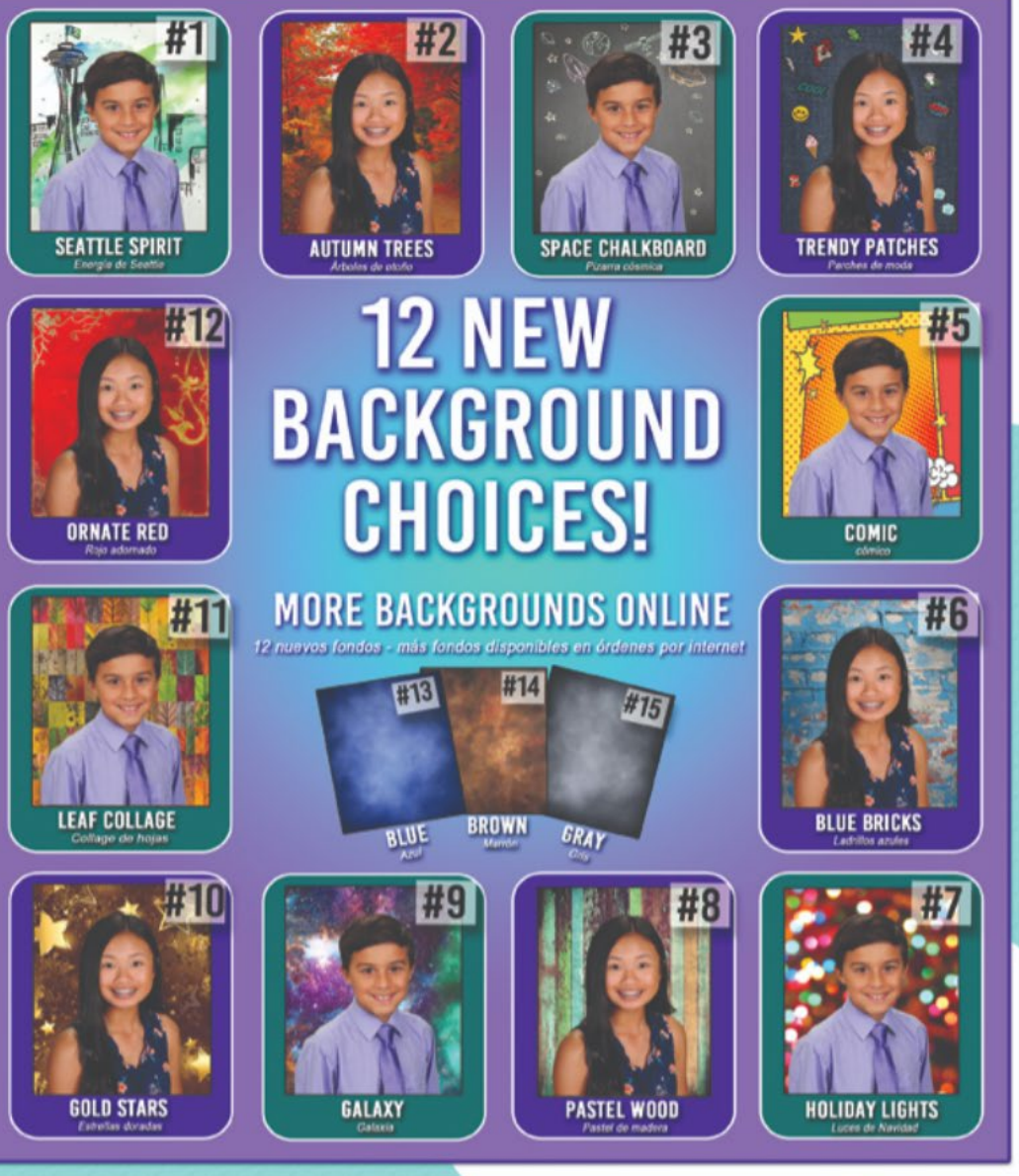
$6 Personalize - Write First Name exactly as you want it to appear on the pictures
Personaliza tus fotos con tu Nombre y año escolar.

TOTAL AMOUNT (price includes sales tax)

Office use only

Fall Picture Day

Coming Soon!



Twitter @ClassActPor

Instagram @Classactportraits

facebook Class Act Portraits

ClassAct PORTRAITS

Questions: info@ClassActPortraits.com
(253) 569-1627