



Service Agreement

Twin Spruce Jr High School

Lifetouch ID: 74670

Account Representative Email: cfowlkes@lifetouch.com

School Year(s): 2026-2027

Agreement Length: 1

Account Information

Twin Spruce Jr High School
100 E 7th ST
Gillette, WY 82716-4319

Main Phone: 307-682-3144
Enrollment: 650
Grades: 7 - 8

Summary of Programs Provided

- | | | | |
|--|---|---|--|
| ☒ Fall Individuals | ☐ Yearbook | ☐ Groups | ☐ Commencements |
| ☐ Spring Individuals | ☐ Prestige Seniors | ☐ Dance | ☐ Other/Misc |
| ☐ Underclass Grads | ☐ Sports | ☐ Special Events | |

Program Type*	Start Date	End Date	Setup Time	Start Time	End Time	Est. Photo'd	Setup Location
Fall Individual - Original (Fall Individuals)	09/09/2026	09/09/2026					
Additional Notes:							
Fall Individual - Retake (Fall Individuals)	10/13/2026	10/13/2026					

*All dates are tentative and subject to change or TBD if blank.

Account Services

- ☐ Yearbook - Media CD/DMD
- ☐ Storefront
- ☐ Lifetouch Portal

Storefront Contact:

Lifetouch Portal Contact:

Picture Day Notify is a complimentary service included when parent/guardian emails are provided.

Other Services

Photo Labels
Montage Poster
Photo Directory
ID Services

Additional Details

Description	Incentive Details
Fall Individual	Eligible for up to 10% commission paid on net sales to end customers based upon % of students with purchases. Custom Montage poster - created after retake day.

Contact information

Contact Name	Title	Phone	Email
Jill Borchers	Vice/Assistant Principal	307-682-3144	jborchers@ccsd.k12.wy.us
Tammy Shaner	Administrative Assistant	307-682-3144	tshaner@ccsd.k12.wy.us

Agreement Terms

The account noted above (referred to as "you") designates Shutterfly Lifetouch, LLC (referred to as "Lifetouch") as your exclusive professional photographer and authorizes Lifetouch to: (i) photograph all students and staff who participate in "Picture Day" or other photography events, and (ii) produce and deliver photographs and services for the programs identified above. You are solely responsible for obtaining staff and parent or guardian consent to, or opt out of: (i) participation in all events and activities, and (ii) inclusion in class photographs or yearbooks (if included in services). You will provide us with access to students and staff, and use of your facilities, property and information for the purpose of performing the services, including Picture Day or event administration, fulfillment and distribution of photographs and yearbooks to you, delivery of Picture Day or event notices, and providing parents or guardians of photographed students opportunities to purchase individual and class pictures and yearbooks (if included in services). Lifetouch may modify the terms of this agreement or terminate this agreement upon notice to you. You may terminate this agreement if Lifetouch notifies you of a material change. If you do not terminate this agreement within 30 days after you receive notice of a change to the terms, you will be deemed to have accepted the change. Lifetouch's liability for any breach is limited to the amount you paid for services. Lifetouch will not disclose confidential information provided by you or use or retain it for any purpose other than performing the services or other internal uses as allowed by law. Lifetouch agrees to comply with laws, regulations and governmental orders governing the privacy and security of personal information including, where applicable and without limitation, the Family Educational Rights in Privacy Act. Lifetouch is and remains the copyright owner of all photographic images created in connection with this agreement. If Lifetouch is obligated to provide photographic images to you as part of the services provided under this agreement, Lifetouch hereby grants you a nonexclusive, irrevocable, royalty-free license to use such photographic images solely for your administrative and educational purposes.

Signatures

E-SIGNED by Collin Fowlkes
on 2025-10-15 12:41:04 GMT

October 15, 2025

Collin Fowlkes

Sales Account Executive - School

Jill Borchers

Vice/Assistant Principal