

	REQUEST FOR PROPOSAL # 2026-023 K THROUGH 12 STUDENT PHOTOGRAPHY Issued: April 17, 2026 Closes: May 1, 2026	Central Bucks School District 20 Weldon Drive Doylestown, PA 18901
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PROPOSAL NAME: **K Through 12 Student Photography - Five (5) Year Contract**

PROPOSAL NUMBER: **2026-023**

DUE DATE: **MAY 1ST, 2026, 12 NOON (EST)**

SECURITY REQUIREMENTS: **NONE**

THE FOLLOWING DOCUMENTS/ITEMS **MUST** BE PROVIDED AS PART OF YOUR BID RESPONSE.
FAILURE TO PROVIDE ANY OF THESE DOCUMENTS **MAY DISQUALIFY YOUR PROPOSAL.**

- A. THIS FORM (PAGE 1) & NON-COLLUSION AFFIDAVIT**
- B. ALL PRICING & DETAIL PAGES**
- C. SAMPLES & REFERENCES**

CERTIFICATION OF SIGNATURE

THIS IS TO CERTIFY THAT THE PERSON SIGNING AND/OR SUBMITTING THE ATTACHED BID REQUEST TO CENTRAL BUCKS SCHOOL DISTRICT FOR:

COMPANY NAME: _____

ADDRESS: _____

DATE: _____

TELEPHONE NUMBER: _____

SIGNATURE (written in ink) _____

SIGNATURE (typewritten): _____

IS AN OWNER _____ OFFICER _____ AGENT _____

TITLE: _____

AND THAT HE/SHE IS FULLY AUTHORIZED TO SUBMIT SUCH BID ON THEIR BEHALF

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INFORMATION FOR BIDDERS

Bids/proposals for the furnishing and delivery of items or services as set forth in the enclosed specifications will be received at the following address:

**CENTRAL BUCKS SCHOOL DISTRICT
ADMINISTRATIVE SERVICES CENTER
20 WELDEN DRIVE
DOYLESTOWN, PA 18901
ATTN: PURCHASING DEPARTMENT**

1. Bidders will submit the "Form of Proposal" with all required documents in a sealed envelope clearly marked with the **NAME OF THE BID AND BID/PROJECT NUMBER, IF APPLICABLE**. If bids are sent by UPS, Federal Express, etc. this information **MUST** also appear on the **OUTSIDE ENVELOPE**.
2. All bids/proposal correspondence, pricing, etc., must be typewritten or handwritten in ink.
3. Bids/proposals will remain in effect for a period of not less than ninety (90) days from the date of the opening. No bidder may withdraw their bid for a period of ninety (90) days after the date set for the opening thereof.
4. The Board of School Directors of the Central Bucks School District (referenced throughout these instructions as "the District") reserves the right to waive any formalities or irregularities, and also reserves the right to reject any and all bids/proposals, to divide a bid/proposal in the best interest of the District, to eliminate, reduce or increase items and/or quantities and to exercise judgment as to the comparative merits of the products or services offered.
5. No rights shall accrue to any person submitting a bid/proposal until such bid/proposal has been accepted, and a contract awarded, and such contract completely executed in writing by both parties.
6. The successful bidder shall not assign, transfer, or sublet the ensuing contract, or any portion thereof, to others without written consent of the District. Any intention or desire to assign, transfer, or sublet must be stated in the bid/proposal as supplementary information, along with particulars as to the arrangement contemplated.
7. All bids/proposals must comply with all laws of the Commonwealth of Pennsylvania. These laws include, but are not limited to, those relating to equal employment opportunities in contracts and certification of U.S. manufactured steel in certain products, and Act 34 and act 151 background check of personnel and Federal Criminal History Act 114 where applicable as well as Act 126 Evidence of Child Abuse Training.
8. Applicable laws and regulations shall be considered a part of these instructions and specifications, and any ensuing contract.
9. Successful bidders must comply with the "Right to Know Laws" and supply the District with, as part of any product(s) or service(s) provided, MATERIAL SAFETY DATA SHEETS, where applicable. The District will not be responsible for payment of invoices unless the successful bidder complies with this request.

INFORMATION FOR BIDDERS (Continued)

10. **DISCRIMINATION PROHIBITED** – According to Section 755, Public School Code of Pennsylvania, 1949, as amended, the successful bidder agrees:
 1. That in the hiring of employees for the performance of work under this contract, or any subcontract hereunder, no contractor, subcontractor, or any person acting on behalf of such contractor or subcontractor, shall, by reason of race, creed or color, discriminate against any citizen of the Commonwealth of Pennsylvania who is qualified and available to perform the work to which the employment relates.
 2. No contractor, subcontractor, nor any person acting on his behalf, shall in any manner discriminate against or intimidate any employee hired for the performance of work under his/her contract on account of color, race, creed or gender.
 3. That there be deducted from the amount payable to the contractor under this contract, a penalty of five dollars (\$5.00) for each person for each calendar day during which such person has been discriminated against, or intimidated, in violation of the provisions of this contract.
 4. This contract may be cancelled or terminated by the District, and all money due or to become due hereunder may be forfeited, for a second or any subsequent violation of the terms or conditions of this portion of the contract.
11. **HUMAN RELATION ACT** – The provisions of the Pennsylvania Human Relation Act 222 of October 27, 1955 (P.L. 744 (43 P.S., Section 951, et. seq.) of the Commonwealth of Pennsylvania Human Relation Contract Compliance, 16 PA. Code Chapter 49, that prohibits discrimination because of race, color, religious creed, ancestry, age, sex, national origin, handicap or disability, by employers, employment agencies, labor organizations, contractors and others. The contractor shall agree to comply with provisions of the Act, as amended, that is part of this specification. Your attention is directed to the language of the Commonwealth's non-discrimination clause in 16 PA Code 349.101.
12. Without comprising the rights stipulated in these instructions, the District encourages bidders' suggestions which will achieve reduced costs or improved value, and encourages alternate bids/proposals which, in the bidder's judgment, afford the District the opportunity to achieve such objectives.
13. The bidder agrees, if awarded a contract, to furnish and deliver the specified item(s)/service(s) at such time, at such places, and in such quantities as specified, and that item(s)/service(s) shall be subject to the inspection and/or approval of the District. In the event that any item(s)/service(s) are rejected as unsuitable/unacceptable or not in conformity with the specifications, item(s)/service(s) of proper/acceptable quality, as set forth in the specifications, shall be furnished in the place thereof at the expense of the successful bidder.
14. The Central Bucks School District provides a smoke-free environment for its students, staff and general public. NO SMOKING is permitted in any building or on the grounds of any District building.
15. In the event the successful bidder neglects or refuses to furnish and deliver the item(s)/service(s) or any part thereof as provided in the specifications, or to replace any which are rejected as stated in the preceding paragraph, the District is authorized and empowered to purchase such item(s)/service(s) from other sources in such quantities and in such a manner as it shall select, at the expense of the successful bidder, or to cancel the successful bidder's contract, reserving to itself never-the-less, all rights for any damages which may be incurred by the District.
16. All bids/proposals shall be itemized, priced, totaled and summarized per the format as stipulated or provided with these instructions. Such format will be adhered to strictly or the bid/proposal will be rejected.

INFORMATION FOR BIDDERS (Continued)

17. Changes, alterations or interlineations in any preprinted or formatted bid/proposal will not be accepted. Any clarifications, comments or elaborations may be submitted as an attachment (supplement) to the bid/proposal and must be identified clearly as to the content and intent.
18. Various materials and products may be specified by brand, trade name or description to establish a standard of quality and cost for bid purposes. It is not the intent to limit the bidder, the bid or the evaluation of the bid to any one material or product specified but rather to describe the minimum standard that is desired and acceptable. A material or product of lesser quality would not be acceptable. Where proprietary names are used, whether or not followed by the words "or District approved equal", they shall be subject to equals only as approved by the owner, engineer and/or architect. A bid containing an alternative may be accepted but, if an award is made to that bidder, the bidder will be required to replace any alternatives which do not meet the specifications. Complete specifications, manufacturer's catalogs, etc. must be provided for any product offered as an "alternate". Failure to provide this information will result in no consideration being given to the "alternate" offered.
19. In accordance with Act 3 of the 1978 General Assembly of the Commonwealth of Pennsylvania, if any steel or steel products are to be used or supplied in the performance of the contract, only those produced in the United States as defined therein shall be used or supplied in the performance of the contract or any subcontracts there under.
20. In the event of any discrepancy between unit prices and extension, the unit price will govern.
21. All bids/proposals must be firm prices, unless otherwise specifically provided in the bid request. Pricing which is not firm, involves any escalation, subsequent adjustment, adder, or other contingency, will be rejected as non-responsive.
22. The prices in your bid/proposal shall be NET prices and must include ALL shipping, handling and delivery cost. The District reserves the right to refuse any delivery where the shipping charges are not prepaid by the bidder, unless otherwise stipulated in the bid instructions.
23. SALES AND USE TAXES /FEDERAL EXCISE TAXES – If the item subject of this bid is subject to State Sales Tax / Federal Excise Tax, the District will provide evidence of tax-exempt status.
24. Under the provisions of Act 138 of 1994, Central Bucks School District will issue payment within the prescribed time established by the Act. Payment will be made upon receipt of all goods/services being received and complete unless as otherwise stated by contract documents or other mutually agreed terms. In the event of a dispute arising over the quality or quantity of goods/services received, payment may be suspended pending resolution of the dispute.
25. Any changes, alterations or additions to this information will be detailed in the specifications that are part of this bid.
26. Invoices shall be submitted in duplicate and mailed to the following address:

**CENTRAL BUCKS SCHOOL DISTRICT
ADMINISTRATIVE SERVICES CENTER
20 WELDEN DRIVE
DOYLESTOWN, PA 18901
ATTN: ACCOUNTS PAYABLE**

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INSTRUCTIONS FOR NON-COLLUSION AFFIDAVIT

The Non-Collusion Affidavit is material to any contract award pursuant to this bid. According to the Pennsylvania Anti-Bid Rigging Act, 73 P.S. Section 1611 et seq., governmental agencies shall require Non-Collusion Affidavits to be submitted together with bids.

This Non-Collusion Affidavit must be executed by the member, officer or employee of the bidder who makes the final decision on prices and the amount quoted in the bid.

Bid rigging and other efforts to restrain competition, and the making of false sworn statements in connection with the submission of bids, are unlawful and may be subject to criminal prosecution. The person who signs the Affidavit should examine it carefully before signing and assure himself/herself that each statement is true and accurate, making diligent inquiry, as necessary, of all persons employed by or associated with the bidder with responsibilities for the preparation, approval or submission of the bid.

In the case of a bid submitted by joint venture, each party of the venture must be identified in the bid documents, and an Affidavit must be submitted separately on behalf of each party.

The term “Complimentary Bid”, as used in the Affidavit, has the meaning commonly associated with that term in the bidding process, and includes the knowing submission of bids higher than the bid of another firm, any intentionally high or non-competitive bid, and any other form of bid submission for the purpose of giving a false appearance of competition.

Failure to file an Affidavit in compliance with these instructions will result in the disqualification of your bid.

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NON-COLLUSION AFFIDAVIT

Contract/Bid No. 2026-023

State of _____: S S. _____

County of _____:

I state that I am _____ of _____
(Title) (Name of Firm)

and that I am authorized to make this Affidavit on behalf of my firm and its owners, directors and officers.
I am the person responsible in my firm for the prices(s) and the amount of this bid.

I state that:

1. The prices(s) and the amount of this bid have been arrived at independently and without consultation, communication or agreement with any other contractor, bidder or potential bidder.
2. Neither the price(s) nor the amount of this bid and neither the approximate price(s) nor the approximate amount of this bid have been disclosed to any other firm or person who is a bidder or potential bidder, and they will not be disclosed before the bid opening.
3. No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract or to submit a bid higher than this bid or to submit an intentionally high or non-competitive bid or other form of "Complimentary" bid.
4. The bid of my firm is made in good faith and not pursuant of any agreement or discussion with, or inducement from, any firm or person to submit a "Complimentary" or other non-competitive bid.
5. _____, its affiliates,
(Name of Firm)

subsidiaries, officers, directors and employees are not currently under investigation by any government agency and have not, in the last four years, been convicted or found liable for any act prohibited by State or Federal Law in any jurisdiction, involving conspiracy or collusion with respect to bidding any public contract., except as follows: (state below)

NON-COLLUSION AFFIDAVIT (Continued)

I state that _____ understands
(Name of Firm)

And acknowledges that the above representations are material and important and will be relied on by Central Bucks School District in awarding the contract for which this bid is submitted.

I understand, and my firm understands, that any misstatement in this Affidavit is and shall be treated as fraudulent concealment from the Central Bucks School District of the true facts relating to the submission of bids for this contract.

SIGNED _____
(Name)

TYPED _____
(Name)

POSITION _____

SWORN TO AND SUBSCRIBED BEFORE ME

THIS _____ DAY OF

_____, 20____

(Month)

SEAL

(Notary Public)

My commission expires _____

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Terms of Agreement

The Central Bucks School District is seeking proposals to provide student photography for 5 years, starting with the 2026/2027 school year. Years 2027/2028, 2028/2029, 2029/2030 & 2030/2031 being guaranteed only by satisfactory performance with an annual review. It is the intention of Central Bucks School District to award to one vendor for the grades K through 12 student picture program. The current student enrollment covered by the program is approximately 17,000. These students are located in 23 schools throughout the District.

1. Every child must be photographed for school record.
2. Central Bucks School District will assume no monetary responsibility of liability for photograph orders; all agreements to purchase photographs are between students/parents/guardians and the vendor. Central Bucks School District shall be held harmless in any dispute that may arise pursuant of any agreement between students/parents/guardians and the vendor. The vendor agrees to assume all responsibility for accounting of all funds.
3. The vendor shall provide the following insurance at its sole cost and expense:
 - A. Workers' Compensation Insurance: As required by law, proof of which shall be provided at the time of the vendor execution of the contract, The vendor shall deliver to Central Bucks School District a certificate(s) of insurance certifying that they have obtained full Worker's Compensation and Employer's Liability Insurance coverage for all persons whom they employ or may employ during the course of the contract. Such coverage shall be maintained for the duration of the contract and the warranty period and shall meet the most current requirements. The vendor's insurance carriers must have an AM Best rating of A-/VIII or better. Policies must not be cancelled or non-renewed without 30 days written notice to the district.
 - B. Public Liability Insurance: General Liability Insurance shall be provided with the following limits.
 - \$1,000,000 General Aggregate
 - \$1,000,000 Products/Complete Operations Aggregate \$1,000,000 Personal Injury and advertising Injury \$1,000,000 Each Occurrence (Personal Injury)
 - \$50,000 Fire Damage (any one fire)
 - \$5,000 Medical Expense
 - \$1,000,000 Each Occurrence (Property Damage)

This policy must include premises/operation, independent contractors, products and completed operations, contractual liability covering the contract, broad form property damage including completed operations, personal injury, and advertising injury. The vendor shall procure and maintain during the life of the contract, Automobile Liability Insurance with the following limits. Excess insurance or umbrella liability insurance will be acceptable in attaining the requirement limits. Central Bucks School District must be added as an additional insured on the general liability contractor's policy, which is primary and non-contributory to all other collectable insurance.

C. Umbrella (Excess) Liability: \$5,000,000 limit to provide excess coverage over general liability, automobile liability and employer's liability.

- The vendor agrees to indemnify and accept full responsibility for any and all damages, including damage to Central Bucks School District's real and personal property and/or any person(s) as a result of the vendors provision of services under the contract.
4. Prior to, or at the time of delivery, the vendor shall provide to the building Principal a listing of all students photographed and packages ordered by students.
 5. The photography schedule at each school shall be arranged with the building Principal who is to be contacted by June 1st of each year of the agreement to make these arrangements. It is expected that the photographers shall be ready to take pictures at the time(s) specified by the school Principal. It is anticipated the schedule will commence in early September and or by the start of school.
 6. The vendor shall provide a minimum of 2 cameras for every 300 students in every school. Student averages will be provided upon request. There will be NO district staff utilized or involved in the photography process at the secondary school level. Vendor must provide an extra person at each school to expedite the photography process. All cameras must be able to take any picture package in any sequence. There will not be separate lines for different picture packages.
 7. Payment for the photographs will be made at the time the student is photographed as well as have an option to pre-pay online. The collection and tabulation of all money shall be the responsibility of the successful studio.
 8. All students shall be entitled to retakes if the student/parent/guardian feels the pictures are unsatisfactory for any reason. One retake will be provided at no additional charge. If pictures are still found to be unsatisfactory, the picture can be taken at the successful proposer's studio at no charge.
 9. Absentees and those desiring retakes shall be photographed within a reasonable time after the initial delivery of pictures to the school. The time schedule for the retakes shall be established with the Principal who will schedule absentee/retake days. These arrangements must be made before leaving the school the day of the first photography session. A record of who was not photographed on the original day of picture taking shall be given to the Principal within 4 business days of initial picture taking.
 10. Refunds shall be made if any student/parent/guardian feels the photographs are unsatisfactory for any reason. Vendors shall state on their order form that Central Bucks School SPECIFICATIONS. District assumes no responsibility for refunds and shall indemnify the District for any costs, loss or expenses incurred by the District relating to an order for photographs or refunds. All refunds will be handled through the vendor's office and will be made directly to the parent/guardian within 4 weeks of refund request.
 11. Quoted prices shall include state sales tax.
 12. The student and parent/guardian shall have the option of choosing any package offered or any a la carte items.
 13. Payment may be made by cash or check the day of the photography session or prepay online with a credit card. A receipt will be provided for every transaction.

14. Photographs must be processed in a wet lab. No processing shall be permitted utilizing an ink printer. Please describe the process your company uses:
15. Color balance must be in high fidelity relationship to natural skin tones. Special attention to focus and light must be given to students wearing eyeglasses.
16. Class pictures will be graphically enhanced with the school name, school year and teachers name imprinted under the picture. Pictures with this information in the actual photo will not be acceptable. Samples of typical class photos are required with the proposal.
17. All picture package envelopes shall be of clear plastic or with a window for quick identification of the student. There shall also be a label affixed to the outside of each package indicating the students name, grade, classroom or homeroom. The arrangement method of the picture packages will be determined by the Principals request at each school.
18. The following items will be included, at no cost to the District, as part of the vendor's package price and will be provided whether individuals purchase pictures or not:
 - a. ID photo cards (middle and senior high only). ID cards shall measure 2" X 3-1/4" (credit card size) and be made of PVC/credit card quality plastic. They are to be delivered to the school within two weeks of the date of the initial photography session. ID background color will be determined by the Principal. The ID card will also be imprinted with a Code 39 bar code; this information will be provided by the IT Department in Excel or a tab/comma delimited file. A list of scheduled photo dates will be provided to the IT Department so they can provide the necessary file for camera card creation two weeks prior to the scheduled picture dates. Photographer will contact the IT Department for any student photo taken for whom there is no camera card so the correct information can be provided for the creation of the student ID badge. The High School student ID card should be imprinted with the student's SPECIFICATIONS name and grade only. The Middle School ID card shall be imprinted with the student's name, grade and homeroom. The ID cards are to be delivered to each school grouped by homeroom and in alphabetical order.
 - b. A school staff group photo, size 8" X 10", quantity I shall be provided per staff member at no additional cost.
19. **EMPLOYEE IDENTIFICATION BADGES-** Successful vendor will provide photo identification badges for all new employees and for employees who have lost their ID badge. The badges will consist of a color photo of the employee, their name and location on a District standard format laminated front and back and provide a pocket clip or neck chain. A sample of the ID is provided. The approximate size will be 2" X 3-1/4". A photographer will be available at one location for 3 hours in August for all new teachers hired. In addition, a photographer will be available at the Administrative Offices for 3 hours each month for new employees, lost badges and ID cards for new students. ID Badges and student ID\cards will be delivered to the Administrative Offices for distribution. Please indicate your price per badge on the Form of Proposal.

20. All bids/proposals must comply with all laws of the Commonwealth of Pennsylvania. These laws include, but are not limited to, those relating to equal employment opportunities in contracts and certification of U.S. manufactured steel in certain products, and Act 34 and act 151 background check of personnel and Federal Criminal History Act 114 where applicable.
21. **TERMINATION OF AGREEMENT** - If the vendor does not perform in accordance with these specifications, does not provide acceptable quality work or violates any of the terms and conditions of the specifications, this agreement is cancelable with 30 days written notice from the school district. The successful vendor's performance will be reviewed each year and must be satisfactory on behalf of Central Bucks School District to continue the contract from year to year.
22. Bidders shall submit with their bid a listing of ALL Schools/School Districts within a 50mile radius of Doylestown, PA where pictures of the type being bid in this specification were provided within the last three (3) years. Please provide the name of a contact person at each location. Failure to provide this information will result in the disqualification of your bid.
23. All vendors **MUST** submit their quotations with an outline of services and plans, which comply with the specifications of Central Bucks School District.
24. Samples must be provided and they will become the property of Central Bucks School District. The samples provided will not be returned.
25. Any and all exceptions to these specifications must be clearly stated by the bidder, alternates may be submitted for consideration.
26. The Central Bucks School District will not accept commissions or complimentary photo packages for staff members. Bidders will refrain from offering commissions or other gratuities as alternates.
27. The awarded vendor agrees to not assign, transfer, or sublet the award.
28. The awarded vendor will not reveal, report, publish, disclose, or transfer to any other person, other corporation, or other organizations, any data that is received from Central Bucks School District. The agreement will survive the termination or expiration of awarded K-12 Student Photography contract.
29. No photographer, assistant, or anyone else employed by the awarded vendor shall be present in any school building without having received and provided to Central Bucks School District all clearances required by State or Federal Law. The vendor shall agree to contact Central Bucks School District prior to the commencement of work to determine exactly which clearances are required for the awarded vendor and/or subcontractors. Upon such determination, the awarded vendor is responsible to provide a list of names and clearance verification of each photographer that will be providing photography services in any of Central Bucks Schools. The list will be cross checked and if verifications are not provided, that photographer will not be allowed entry into Central Bucks School District.

30. Selection of the successful studio will be based upon the following criteria as indicated below, which are not in any order, for evaluation.

- a. Ability to meet all specifications required by Central Bucks School District
- b. Pricing
- c. Years of experience with similar accounts both in size and scope & references
- d. Proximity to the district
- e. Printing process used
- f. Customer Satisfaction with families and District
- g. In studio availability for retakes
- h. Other factors as determined by Central Bucks School District

Cost is important, but NOT the sole criteria for final selection. Equally important is creativity, dependability, and value. The awarded vendor must be flexible to meet challenging academic and activity schedules. Central Bucks School District reserves the right to extend the contract an extra year due to a Pandemic or a major unforeseen event.

It is understood that the School Board reserves the right to award the proposal in the best interest of Central Bucks School District and to waive any informalities, technicalities,

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BID SHEET QUESTIONS

1. Walk us through every fee a parent might encounter- not just the base packages

2. What is your retake policy? Are retakes free regardless of reason?

3. Do you offer reduced-cost or free options for families with financial hardships?

4. Can parents view their child's actual photos before they pay?

Data Privacy:

5. What student data do you collect? (Acceptable: name, homeroom, student ID) Unacceptable: home address, phone number, email, biometric data

6. Where is student data stored? Is it encrypted at rest and in transit?

7. Who has access to student photos within your organization?

8. Do you use student photos for marketing, training AI models, or any purpose beyond fulfilling the order?

9. What is your data retention period, and how are photos and data destroyed when the contract ends?

10. Have you experienced a data breach? If so, when?

ELEMENTARY SCHOOLS

PACKAGE "A" 2 - 8 x 10 4 - 5 x 7 8 - 2 x 3 (WALLETS) 8 - 1 x 2 2 - 4 x 6 Price: _____ 	PACKAGE "C" 2 - 5 x 7 4 - 3 x 5 8 - 2 x 3 (WALLETS) 8 - 1 x 2 2 - 4 x 6 Price: _____
PACKAGE "B" 1 - 8 x 10 4 - 5 x 7 8 - 2 x 3 (WALLETS) 8 - 1 x 2 2 - 4 x 6 Price: _____ 	PACKAGE "D" 1 - 5 x 7 2 - 3 x 5 8 - 2 x 3 (WALLETS) 8 - 1 x 2 2 - 4 x 6 Price: _____
** K through 6 will receive a 5 x 7 class photo with all the above packages	

- Please provide "a la carte" pricing if individual sizes can be purchased **WITHOUT** one of the above listed Elementary School packages
- Please provide "add on" pricing **WITH** the purchase of any package
- Is web-based pre-purchase picture preview available? **Yes or No**
- How many photographers will be provided for every 300 students? _____
- Cost for basic retouch (fly away hair, single blemish, etc.)? _____
- Cost for premium retouch (acne, teeth whitening, etc.) _____
- Cost for color backgrounds
 - Color backgrounds available: _____
 - Describe method used for color backgrounds: _____
- Cost for option of name & date on photos: _____
- How many poses are included in your pricing: _____

MIDDLE AND SENIOR HIGH SCHOOL

PACKAGE "A"	PACKAGE "C"
2 - 8 x 10	2 - 5 x 7
4 - 5 x 7	4 - 3 x 5
8 - 2 x 3 (WALLETS)	8 - 2 x 3 (WALLETS)
8 - 1 x 2	8 - 1 x 2
2 - 4 x 6	2 - 4 x 6
Price: _____	Price: _____
PACKAGE "B"	PACKAGE "D"
1 - 8 x 10	1 - 5 x 7
4 - 5 x 7	2 - 3 x 5
8 - 2 x 3 (WALLETS)	8 - 2 x 3 (WALLETS)
8 - 1 x 2	8 - 1 x 2
2 - 4 x 6	2 - 4 x 6
Price: _____	Price: _____

- Please provide "a la carte" pricing if individual sizes can be purchased **WITHOUT** one of the above listed Middle and High School packages.
- Please provide "add on" pricing with the purchase of any package.
- Is web-based pre-purchase picture preview available? **YES or NO**
- How many photographers will be provided for every 300 students? _____
- Cost for basic retouch (fly away hair, single blemish, etc)? _____
- Cost for premium retouch (acne, teeth whitening, etc.)? _____
- Cost for color background choices? _____
 - Color backgrounds available: _____
- Describe method used for color backgrounds? _____
- Cost for option of name & date on photos? _____
- How many poses are included in your pricing? _____
- Will you provide yearbook disc that works with infinite campus? _____