

Yearbook Order Envelope Request Form

School Name: _____

Address: _____

Yearbook Advisor Name: _____ Email: _____

Bookkeeper Name: _____ Email: _____

Requested Delivery Date of Envelopes: _____ Amount Needed: _____
(Enrollment Amount)

Please Check ONE:

Envelopes (with Online Ordering): _____ Envelopes (without Online Ordering): _____

Flyers (Online Ordering Only): _____

Payment: _____ Cash _____ Check _____ Money Order

Payments Made Payable To: _____ School _____ Scherling _____ Other: _____

Pricing & Deadlines

1st Yearbook Price: \$ _____ 1st Deadline: _____

2nd Yearbook Price: \$ _____ 2nd Deadline: _____

Final Deadline for Online Ordering (April 15th if blank): _____

Picture and Name (\$8.00 to school): _____ No _____ Yes Price: \$ _____

Name Only (\$5.00 to school): _____ No _____ Yes Price: \$ _____

Personalization Cutoff Date (April 15th if blank): _____

Special Instructions (If Any): _____

Important Information

Final Deadline should closely be in alignment with submission of pages and final quantity of yearbooks to assure accurate and timely billing before school dismisses for summer.

**We provide one set of envelopes at no additional cost to the school as a service.
Any reprints due to incorrect info above will be a charge to the school.**

Signature: _____ Date: _____

SSCHERLING
PHOTOGRAPHY