

# FINAL SUBMISSION FORM

The information you provide on this form constitutes the final changes to your order specifications and will serve as the approval to print your yearbook. You may email a scanned copy to [yearbooks@scherlingschoolpics.com](mailto:yearbooks@scherlingschoolpics.com).

**DO NOT RETURN PROOF**  
*All corrections must be made in the software prior to final approval.*

### FINAL PRODUCTION SPECIFICATIONS:

*(Please skip this section if your school uses a speculation sale)*

**Final Quantity of Books:** \_\_\_\_\_

**Plastic Cover Quantity** *(If applicable according to signed contract):* \_\_\_\_\_

- *Scherling Photography will not buy back unsold books.*
  - *Don't forget to include your online orders (if applicable) to your final quantity of books.*
- Please contact [yearbooks@scherlingschoolpics.com](mailto:yearbooks@scherlingschoolpics.com) or call 844-976-0509 if you have further questions.*

### FINAL COVER APPROVAL:

This will be your last chance to address concerns about the cover for your yearbook. Any corrections should be immediately emailed to [yearbooks@scherlingschoolpics.com](mailto:yearbooks@scherlingschoolpics.com).

### IF YOU ARE OFFERING A PERSONALIZATION OPTION:

Please submit your **Personalized Tracking Spreadsheet** to [yearbooks@scherlingschoolpics.com](mailto:yearbooks@scherlingschoolpics.com). Only names indicated on the tracker will be printed. We will not add online orders to the list. Any reprints due to missed names will be an additional charge. **No personalization orders will be accepted after the return of the Final Submission Form.** **Your Yearbook will be placed on hold until we receive the Personalized Tracking Spreadsheet.**

### FINAL SHIPPING INFORMATION: (REQUIRED)

*\*All shipments will be ground*

**Ship To:** School  Other  *(Fill out below)*

Attn: \_\_\_\_\_

School/Business Name: \_\_\_\_\_

Street (No P.O. Box): \_\_\_\_\_

City, St, Zip: \_\_\_\_\_

**There are no corrections. Please Print as is.**

**Did you make corrections in the software?**  Yes  No, please apply corrections for me.\*

*\*Charges apply - see contract.*

**What is the last day of school?** \_\_\_\_\_

*Scherling Photography is not responsible for errors found after printing.  
Refer to the Proof Correction Guide (reverse side) for helpful proofing tips.*

*By signing this sheet, I acknowledge that the number of copies and pages are accurate and agree to honor any price changes.*

Yearbook Advisor *(Required)*

Signature

Principal / Assistant Principal *(Required)*

Signature

Printed Name

Printed Name

# Proof Correction Guide

Using the steps below in the proofing and correcting stage will provide the lab with a print ready final product, reducing the risk of errors and delayed distribution.

## 1. PROOF THOROUGHLY

Start on the first page and methodically work through the book one page at a time. Go through the book multiple times, concentrating on one of the following each time.

### A. Spelling, capitalization, and punctuation.

### B. Class Pages

- All classes and students have been placed.
- Students are in the correct classes.
- Student names are correct.
- There are no duplicate student portraits.
- Teacher names are spelled the same in the page header text as well as the portrait text.

### C. Candid Pages

- Images are high quality resolution.
- Images are oriented, placed, and cropped as intended.
- Images in collages extend off the edge of the page. (If no blank edge is desired, images should extend past the designated bleed area.)

### D. Review Consistency

- Headers and captions are consistent in placement, alignment, font, font size and color.
- Image borders are used consistently on collage pages.
- Student pictures are consistent in size.
- Portrait panels are placed at consistent horizontal and vertical locations.

## 2. PROOF THE PROOFER

Use more than one person to go over the proof. Have teachers verify that all student portraits are displayed.

## 3. MAKE CORRECTIONS IN THE SOFTWARE

**PLIC Books Users:** Simply log in and click *Go To Book*.

**Pixami Users:** Go to the *Yearbook* tab and click the *Reject* button (*red x*) to regain access to a section.

## 4. DOWNLOAD A DIGITAL PDF FOR ONE LAST REVIEW

**PLIC Books Users:** Click *Preview*, then select *Preview PDF*.

**Pixami Users:** Go to the *Yearbook* tab and select *PDF Proof*.

## 5. RETURN THE COMPLETED FINAL SUBMISSION FORM

Scan this signed form and email a PDF copy to [yearbooks@scherlingschoolpics.com](mailto:yearbooks@scherlingschoolpics.com).

### HAVE QUESTIONS OR NEED HELP?

Please email [yearbooks@scherlingschoolpics.com](mailto:yearbooks@scherlingschoolpics.com) or call 910.538.6200 for assistance.