

2009-2010 DIGITAL SCHOOL ANNUAL PURCHASE ORDER

For orders submitted on A+ Publisher On-line, QuarkXpress or InDesign

Thank you for choosing Carr Publishing Co. as your school annual printer. Our goal is to produce a quality book to preserve school memories for many years. Accomplishing this goal will require a team effort of the photographer, the school, and the printer. Each member of the team is important.

You should have previously reserved a production time period for the school. It is important that you meet the reserved production deadline. **If a reservation has not been made or if the deadline is missed you may incur financial penalties and time delays.**

The production schedule begins from the time the order is received by Carr Publishing Co. Please allow enough time for the full production period plus up to two weeks for shipping by UPS truck.

Please take time to fill out this purchase order. The items in **bold printing** are the standard features included in the **base price** on our price list. The other items listed include optional extras and itemized custom charges.

This purchase order completely filled out and your pre-payment check must accompany the order when it is submitted for production. Thank you for your cooperation.

FOR PRINTER'S USE ONLY

Book No. _____ Reservation No. _____ Date Received _____

PHOTOGRAPHER _____
Address _____
City/State/Zip _____
Telephone _____

SCHOOL _____
Address _____
City/State/Zip _____
Telephone _____

Ship Via: _____ Ship books to: ___ School, ___ Photographer
 ___ UPS Ground (cost included) Ship samples to: ___ School, ___ Photographer
 ___ Other at additional cost _____ Ship photos to: ___ School, ___ Photographer

Last day of school _____

The prices quoted represent our selling prices at date of publication and are intended for use as a guide only. There is no guarantee against price increases in paper, fuel and other materials, or of paper shortages, transportation problems, or other circumstances beyond our control. All prices in this price list are subject to change without notice and all orders are subject to acceptance on the basis of availability of materials and prices prevailing at time of order.

