

# ORANGEBURG PREPARATORY SCHOOLS PERSONAL AD ORDER FORM

1. Select size, price (*varies by submission date*) and template.

2. Complete order form completely, including email address if you wish a proof of your ad. (*You must respond to the proof within 2 days. If you do not provide an email address or if you submit camera-ready, no proof will be provided.*)

3. Provide photos for each space in the ad and your message typed or printed legibly on a clean sheet of paper. *Note tips for photo submission on this sheet.*

4. Submit all materials and payment in a manilla envelope to: Mr. Chandler (C-2).

**FINAL ORDER DEADLINE: 10/21/22**

5. Celebrate with your student when the book arrives.

**FINAL ORDER DEADLINE: 10/21/22**

Please see template sheet for all design choices and numbers.

1/4 page ad (3 1/2" x 5")

**\$150**

design #: \_\_\_\_\_ or custom \_\_\_\_\_

1/2 page ad (8" x 5")

**\$250**

design #: \_\_\_\_\_ or custom \_\_\_\_\_

full page ad (8" x 10")

**\$350**

design #: \_\_\_\_\_ or custom \_\_\_\_\_

**What font style would you prefer for the message on the ad?** (circle one)

Helvetica

Times

Garamond

Your student's full name will be placed on the ad in Garamond font.

\*By choosing "custom," you are designing an ad different than the templates provided. You need to draw out on paper the way you want the ad to look, including the placement of text. Number the squares on your layout and number the photos (**on the back in pencil**) you are submitting to correspond to the correct photo box. We will create your ad for you based on your sketch and instructions. \*\*There is a limit of 20 photos on a custom ad. **Please add the \$20 custom fee to your total.**

Please submit your typed or legibly printed text in a plain font on white paper and the appropriate number of photos by the dates above. Please number the photos as you would like for them to appear and put your student's name on the back of each **in pencil**. Please do not fold or cut photos. We will reduce or enlarge the photos as necessary to fit. Please do not send **PROOFS** from the photographer. We will not be able to use them. All materials, this form, and payment must be received at the time of submission.

## PHOTO SUBMISSION TIPS:

- Poor quality inkjet prints will not reproduce well.
- Select vertical (tall) photos for vertical spaces and horizontal (wide) photos for horizontal spaces.
- We will scan and enlarge or reduce photos to fit the layout. **You do not need to resize.**
- Care will be taken to return all photos; however, copies of prints should be submitted for irreplaceable photos. The school and yearbook staff does not take responsibility for lost or damaged photos.
- Writing lightly in pencil, number the back of the photos to match the numbers on the design you selected. Please all add the student's name on the back of each photo.
- If you choose to scan your own photos, please scan at 300dpi and save in jpeg format and included on a CD or flash drive.
- NO EMAILED ACCEPTED. Please do not email photos.

## SPECIAL CONSIDERATIONS:

- The yearbook staff reserves the right to reject photos or text or ask the customer to make changes to conform to the school's standards.
- The content of the ad and copy must be appropriate for a school publication.
- We are a student publication and gladly accept your help proofing your ad. As we complete your ad, it will be emailed to you to proof. You must then return by email any corrections or changes within two days. \*\*Please include your email address to the right.

**You may also create and purchase your ad online at:**  
**jostensadservice.com**

Name of person purchasing ad (name on check or credit card): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

Contact phone: (\_\_\_\_) \_\_\_\_\_

Name of student as you would like to have it appear on ad: \_\_\_\_\_

Background color preference: \_\_\_\_\_

I would like my materials returned so I am enclosing a self-addressed, stamped envelope. If you do not, your photos will not be returned.

These are copies. I don't need them back.

*NOTE: WE CANNOT GUARANTEE THAT PHOTOS WILL BE RETURNED. WE WILL MAKE EVERY EFFORT, BUT PLEASE USE DUPLICATES OF ALL IRREPLACEABLE PHOTOS.*

**Please make all checks payable to:**

**OPS Yearbook**

*Please include Student Name and ad size in memo area of check.*

•Amount of ad purchased \$ \_\_\_\_\_

•\$20 Custom ad fee (if applicable) \$ \_\_\_\_\_

**Total Amount Due** \$ \_\_\_\_\_

I have enclosed a check. Check # \_\_\_\_\_  
(returned checks will be subject to a \$30 fee)

**Please submit all materials and payment to:**

Orangeburg Preparatory Schools  
Attn: Mr. Chandler  
Room C-2

**FINAL ORDER DEADLINE: 10/21/22**