

**Jostens, Incorporated, Contract # J-57-12smc**  
**Yearbook Services: Elementary, Middle and High Schools**  
**Contract Cover Sheet**

<b>Contractor</b>	<b>Jostens, Incorporated</b> 3601 Minnesota Drive, Suite 400, Minneapolis, MN 55435 See Below for Rep. Contact Information
<b>Contact Information</b>	<b><u>Contacts</u></b>  Mr. Jeff Carns, Sales Representative 15215 Prairie Court Culpeper, VA 22701 Jeff: 703-402-3313 <a href="mailto:jeffrey.carns@jostens.com">jeffrey.carns@jostens.com</a>  Alternate e-mail address: <a href="mailto:carnsj@jostens.com">carnsj@jostens.com</a>  Additional contact: Kelly Carns: 540-270-2520
<b>Pricing, options and incentives/scholarships:</b>	See attached contract
<b>Contract Term:</b>	May 21, 2012 – May 21, 2015, plus two (2) one-year renewals
<b>1<sup>st</sup> Renewal:</b>	May 22, 2015 – May 21, 2016
<b>2<sup>nd</sup> Renewal:</b>	May 22, 2016 – May 21, 2017
<b>Principal's Choice:</b>	Although initial contract term is for a three-year period, school choice occurs during the spring or summer of each year for the following school year, based on school schedule/preference. Select from the awarded Contractors for the appropriate school level; negotiate yearbook agreement based on contract option pricing and incentives. Principals may sign annual agreement confirming their yearbook selection which MUST contain the following statement: <b><i>"This Agreement is signed in accordance with the terms and conditions of Contract # J-57-12smc, which will supersede over any conflicting terms contained herein."</i></b>
<b>Additional Proposal Details:</b>	A PDF copy of the Jostens proposal response, along with a copy of the original RFP and Addendum # 1, is available from the Procurement Division upon e-mail request to <a href="mailto:susan.monaco@fauquiercounty.gov">susan.monaco@fauquiercounty.gov</a>
<b>School/Principal Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Meet with Contractor to discuss and verify scheduling for all yearbook related activities, set deadlines and expectations, schedule camp attendance, sign the coming school year's agreement based on all of the details and requirements discussed.</li> <li>• Ensure that any Agreement signed, has the bold italicized disclaimer noted above on the document.</li> <li>• Contact Procurement with any additions made to the contract, to add via official contract modification so that all schools are aware of new options</li> <li>• Contact Procurement in writing to report any serious violations or breach of contract, or if any contract interpretation/clarification is needed</li> </ul>

**FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOLS  
PROCUREMENT DIVISION**

320 Hospital Drive, Suite 23  
Warrenton, Virginia 20186

Phone: (540) 422-8348

Fax: (540) 422-8355

susan.monaco@fauquiercounty.gov

June 6, 2016

Jostens, Incorporated  
Attn: Jeff Carns, Sales Representative  
3601 Minnesota Drive, Suite 400  
Minneapolis MN 55435

RE: Contract # J-57-12smc, Yearbook Services for Elementary, Middle and High Schools

Dear Mr. Carns:

Fauquier County Government and Public Schools wishes to exercise its option to renew the above referenced contract for next one-year renewal option. The period of the renewal will be from **May 22, 2016 through May 21, 2017.**

It is understood and agreed that all terms, conditions, and prices of the original contract remain the same during the contract renewal period, *unless you require price adjustments, which should be made according to Section 6.4, Contract Period/Price Adjustment, in the original RFP/Contract document. If price adjustments are desired, please submit justification according to this section to my office via fax or e-mail immediately. I will forward your request for consideration, and if accepted, will issue a renewal-extension modification to the contract.*

If this is agreeable with your firm and price adjustments are not required, please sign this letter in the space provided below and return it to this office within five (5) days. A fully executed copy will be returned to you.

Sincerely,

*Susan R. Monaco*

Susan R. Monaco, CPPO, CPPB  
Procurement Manager

Jostens, Incorporated

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Fauquier County Gov't/Public Schools

By: \_\_\_\_\_

Title: Procurement Manager

Date: \_\_\_\_\_

*[Handwritten Signature]*  
*SALES REPRESENTATIVE*  
*6/6/16*

*[Handwritten Signature: Susan R. Monaco]*  
*Susan R. Monaco, CPPO, CPPB*  
*6/13/16*

**Contract # J-57-12smc, Jostens, Inc. Elementary School Yearbook Services**

*Note: any Jostens Agreement will have the following noted conspicuously prior to any Principal's signature:  
"This agreement is signed in accordance with the terms and conditions of Contract # J-57-12smc which will supersede over any conflicting terms contained herein"*

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May 3, 2012

**From:** Susan R. Monaco, CPPPO, CPPB, Procurement Manager  
**To:** Jostens  
**Request re:** RFP# 57-12sm, Yearbook Services, Elementary level proposal response

- 1) *Your Elementary yearbook pricing is the same for both a 40 and 48 page edition, and it also references a Smyth sewn binding method where we specified a saddle stitch method, which is the customary method for most all of our Elementary yearbooks. Please provide a revised pricing hypothetical for Elementary yearbooks in the quantities noted with saddle stitch binding, for committee consideration.*

*Yes, there is a pricing error for the 48 page book; it should be a little higher. However, we made the error; we will absorb the cost and will not increase the price quoted. We will provide saddle stitch binding as requested.*

- 2) *We couldn't find many, if any, incentives for Elementary yearbook contract customers, or any workshops or related scholarships for Elementary Yearbook Advisors to attend. The technology credit noted on page 6 of your proposal response is predicated on a three-year commitment which we are unwilling to make as this RFP is awarded for contracts based on one-year commitments, only. Please indicate if there are any incentives for Elementary yearbook customers and what those incentives are, based on the year-by-year Contractor selection process outlined in the RFP.*

*Technology Credit*

*We understand that you would just like to stick to a one-year commitment.*

- a. Fauquier schools that have a contract volume of \$50K can expect to receive \$1000 per year.*
- b. Fauquier schools that have a contract volume of \$38K can expect to receive \$800 per year.*
- c. Fauquier schools that have a contract volume of \$25K can expect to receive \$600 per year.*
- d. Fauquier schools that have a contract volume of \$10K can expect to receive \$400 per year.*
- e. Fauquier schools that have a contract volume of \$3K can expect to receive \$200 per year.*

*Other Incentives: See the items highlighted in purple in the RFP.*

- a. Yes, we will provide a scholarship (\$330) for the yearbook adviser to attend our 3-day summer yearbook workshop in Richmond. [www.bestyearbookcamp.com](http://www.bestyearbookcamp.com)*
- b. Balanced Budget Guarantee, RFP p. 3: To our knowledge, we are the only publisher that offers this incentive. If after all is said and done, and the staff has fulfilled their obligations to the best of their abilities but still falls short of the income goal, we'll take responsibility and clear the debt. No school is in debt with Jostens!*
- c. Free custom cover, RFP p. 13*

**Contract # J-57-12smc, Jostens, Inc. Elementary School Yearbook Services**

- d. *Free book and options packaging, RFP p. 14: Personalized books will be packaged alphabetically by whole school, homeroom or grade. Options will be packaged in envelopes in the same manner with the child's name on the outside of the envelope.*
  - e. *Free yearbooks, RFP p. 15*
  - f. *4% Deposit Interest, RFP p. 16*
  - g. *Free Online Ordering, RFP p. 16: Even though the bank charges a fee for every transaction and other publishers pass this fee to your parents, Jostens offers this service free of charge if the school offers the Jostens options.*
  - h. *Flexible payment plans/no deposits, RFP p. 16*
  - i. *Free Ad Service Flyers, RFP p.17: If you wish to use our Ad Service, we will provide free colorful parent and/or business flyers with customized order form.*
  - j. *Free interactive ReplayIt website for your students, RFP p.19*
- 3) *While you did note detailed pricing throughout your proposal response, we'd prefer if you could summarize all of the elementary school level detailed pricing in a one or two-page format for ease of reference, thank you.*

*See separate sheet.*

**Contract # J-57-12smc, Jostens, Inc. Elementary School Yearbook Services**

**Jostens Pricing  
2013 Elementary Yearbooks**



**Technology Fees**

There is no extra charge for schools to make their own corrections before or during the proofing stage.

YearTech Online (all schools)

Plant assisted digital image correction	\$55 per hour
Unsubmit pages from production (before plating/printing)	\$33 per page
Unsubmit panel page section from production (before plating/printing)	\$65 per occurrence
Customer requests plant's assistance to make extensive corrections to page	\$55 per hour

Adobe InDesign / YearTech (all schools)

Minor YearTech corrections made by plant	\$8 per page
Change page number on/before proofs	\$14.50 per page
Change page number after proofs	\$44 per page
Complete page revision	\$48 per page
Customer requested re-proof	\$6.55 per page

**Various Yearbook Fees**

In order to provide an appropriate price for each size school, Jostens has a number of pricing programs for full, partial, and no color books of various sizes. The cost for certain items, such as adding 4 pages, varies across the programs.

copy	included	
color	\$1021 per multiple	Print a black and white book with a few color multiples; the color will cost per multiple (8 pages).
proofs (1st set)	included	YTO schools print their own; YearTech schools receive them by mail or online.
photographs / graphics	included	
paper stock	included	80# paper is included and other weights, textures, and colors are optional.
additional pages	\$100-\$200 per page	You may add pages in multiples of 4. The price is determined by pricing program and the size of the book.
type styles and sizes	included	

**Endsheet Pricing**

The endsheet options below are available for most of our pricing programs. See deadlines in section 3.1.7 to avoid late charges. There are also a variety of custom application choices (foil, UV, die cuts, etc.) as well. **Soft cover yearbooks do not have endsheets.**

Tricolor paper	included	This colored paper is included in most programs; however, some programs only include white.
Gloss finish	\$0.33 per copy	available only on school-designed process color endsheets
Contempore paper	\$0.41 per copy	This is a heavier weight paper.
Studio endsheets	\$0.40-\$0.77 per copy	Choose from 8 designs.
Custom process color	\$491, \$919	The first price is for same front and back (SFB) endsheet, and the second is for different front and back (DFB) endsheet
Custom Tempo	\$288-\$851	Cost is determined by trim size, SFB vs. DFB, and number of inks used. InDesign users only.

**Contract # J-57-12smc, Jostens, Inc. Elementary School Yearbook Services**

**Cover Pricing**

These cover options are available for most of our pricing programs and trim sizes. See deadlines in section 3.1.7 to avoid late charges. There are also a variety of application choices for each cover, and the cost is often determined by the cover selected.

Studio process color	included	Includes choice of 12 pre-designed color covers, one silkscreen color on front, backbone silkscreen on books with 97 or more pages, gloss lamination, 150 pt binder's board (trim size 9)
Custom process color	included	gloss lamination, 150 pt binder's board (trim size 9); your design can include spine copy
Custom process color embossed	\$0.42-\$1.38 per copy plus cost of dies	The cost varies depending on whether you are embossing the front or back lid or spine and whether there is embossing to register.
Studio material screened	included	Includes choice of 8 designs, one silkscreen on standard art and title, backbone silkscreen on books with 97 or more pages, material. Trim size 9 not available.
Custom material screened	included	Includes material, 120 pt binder's board (trim size 7, 8), 150 pt binder's board (trim size 9). Choice of: one silkscreen on front lid, one standard unit of foil (die extra) on front/spine or back/spine
Cover artist session (hand drawn design)	included	For anyone who goes to our 3-day workshop, you will meet with an artist to design your cover. For high schools that cannot attend the workshop, we will bring an artist to your school to design the cover.
Cover art fee for custom designs	\$48 per hour	Many custom designs only take 1-2 hours for an artist to digitally create. Sometimes, schools request changes after seeing a proof, which can result in more art time. Avoid cover art fees by submitting completed designs to scale or use our templates.

**Options Pricing**

Extended Edition	varies	spring content can be sewn or taped into the yearbook to provide expanded spring coverage; available in B/W or color in multiples of 4 pages
autograph sections	\$0.53-\$1.10	8-page autograph section in B/W or color in all 3 trim sizes
DVD supplement	\$3.05-\$5.60	Submit photos and video, and Jostens will add music and create the DVD; price is determined by quantity. We can also duplicate your school-produced DVD for a lower fee.
What's Up / World Beat	\$1.19, \$2.02	What's Up (for younger students) is 8-pages, and World Beat (for older students) is 16 pages of full-color news, photos, captions, toys, and trends of the year.
Photo Pockets	\$1.10	sheet of 6 adhesive-backed photo pockets that provide students with a way to add photos and mementos to their books.
Hear the Year	\$12.99	Students choose and download 12 hit songs of the year. School receives \$1 from each sold.
1 line personalization	\$4.10	School will choose 1 color of foil for all personalization.
2 lines personalization	\$6.45	
Icon, per icon (4 max)	\$2.10	Must purchase 1 line personalization with an icon
Personalize It Package	\$6.10	1 line personalization, 12 fun phrase stickers (elementary schools)
Signature Package	\$13.20	4 signature pens, 1 line personalization, autograph section, photo pocket sheet, free icon
Deluxe Package	21.69	Hear the Year, 2 lines personalization, clear cover, photo pocket sheet, free autograph section, free icon
Personal Yearbook Pages	\$15.24	8-page autograph section; 4 of the pages are customized online by the student with his/her own photos, art and text. It is sewn into only that students' book.
ReplayIt Pages	\$0.90-\$2.50	16 additional pages of school pictures from ReplayIt site; price is determined by quantity.
Ad Service	Included; \$20	Although the full color brochures (one for every student) are free, if parents go online or send ads to Jostens to create, there is a \$20 fee per ad. Your rep will help you to determine what the ad prices should be to cover the cost of the fee.

**Contract # J-57-12smc, Jostens, Inc. Middle and High School Yearbook Services**

*Note: any Jostens Agreement will have the following noted conspicuously prior to any Principal's signature:  
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May 3, 2012

- Agenda** RFP# 57-12sm, Yearbook Services Interview on **May 10, 2012 at 10:30 a.m.**  
Location: Alice Jane Childs Office Building, 320 Hospital Drive, 2<sup>nd</sup> Floor Small Conference Room, Warrenton, VA
- From:** Susan R. Monaco, CPPO, CPPB, Procurement Manager
- Attendees:** RFP Evaluation Interview Committee members (five, total), **Jostens**

- 1) **Technology credit:** as noted within the RFP, even though the initial contract award term is for a three-year period, no school is required to commit to any more than one school year at a time with any yearbook Contractor. The technology credit range of \$300 - \$3,000 for three years then equates to \$100-\$1,000 per year; how is this calculated so that schools have a better idea what to expect as a technology credit? Can you provide some examples as this range is rather broad?
  - a. Fauquier schools that have a contract volume of \$50K can expect to receive \$1000 per year.
  - b. Fauquier schools that have a contract volume of \$38K can expect to receive \$800 per year.
  - c. Fauquier schools that have a contract volume of \$25K can expect to receive \$600 per year.
  - d. Fauquier schools that have a contract volume of \$10K can expect to receive \$400 per year.
  - e. Fauquier schools that have a contract volume of \$3K can expect to receive \$200 per year.
- 2) **Incentives:** other than the technology credit as noted above, and the scholarship information noted on page 11, does Jostens offer any other incentives to any school that signs on with them for the coming school year? We could not find any other incentives noted within the proposal.

***See the items highlighted in purple in the RFP.***

- a. **Balanced Budget Guarantee, RFP p. 3:** To our knowledge, we are the only publisher that offers this incentive. If after all is said and done, and the staff has fulfilled their obligations to the best of their abilities but still falls short of the income goal, we'll take responsibility and clear the debt. No school is in debt with Jostens!
- b. **Free curriculum, RFP p. 8:** Each high school staff will receive a classroom set (15 per set) of the 1,2,3 Curriculum and Get the Picture. If the staff happens to be larger, we will include additional copies of each as needed.
- c. **Free Look Book, RFP p. 8:** Each high school will receive a new Look Book each year.

**Contract # J-57-12smc, Jostens, Inc. Middle and High School Yearbook Services**

- d. *Free cover artist session, RFP p. 9: If a high school is unable to attend the Richmond workshop, we will bring a professional artist to the school to design the cover.*
- e. *Free supplement, RFP p. 12: We stated that this was for high schools, but we will extend it to middle schools as well.*
- f. *Free custom cover, RFP p. 13*
- g. *Free book and options packaging, RFP p. 14: Personalized books will be packaged alphabetically by whole school, homeroom or grade. Options will be packaged in envelopes in the same manner with the child's name on the outside of the envelope.*
- h. *Free yearbooks, RFP p. 15*
- i. *4% Deposit Interest, RFP p. 16*
- j. *Free Online Ordering, RFP p. 16: Even though the bank charges a fee for every transaction and other publishers pass this fee to your parents, Jostens offers this service free of charge if the school offers the Jostens options.*
- k. *Flexible payment plans/no deposits, RFP p. 16*
- l. *Free Ad Service Flyers, RFP p.17: If you wish to use our Ad Service, we will provide free colorful parent and/or business flyers with customized order form.*
- m. *Free interactive ReplayIt website for your students, RFP p.19*
- n. *Free interactive Time Capsule website for your students for at least the next 10 years, RFP p.19*
- o. *High schools will continue to receive a free, award-winning, sample yearbook bundle each year; this is a collection of the best yearbooks from across the country.*

3) *The two high-school scholarships and one middle-school scholarships were noted on page 11 of your proposal, by the evaluation committee. However, after meeting and discussing their needs, the evaluation committee is looking for a commitment from all Offerors under consideration for scholarships for two (2) middle school students plus one (1) middle school advisor, and four (4) high school students plus one (1) high school advisor to attend workshops or camps each year (yours appear to be held locally here in Virginia). Will Jostens meet this desired commitment?*

*Yes, we will comply with this request.*

4) *This is the first competitive district-wide solicitation of its kind for Fauquier, and it's been very enlightening; however, some schools are a bit distressed that the pricing proposed by Jostens is much more competitive (or, for some who've not utilized Jostens, they appear rather pricey) than what they've received over the past years. Can you provide an illustration of how one or two yearbooks provided for Fauquier County Public Schools on any or all three levels (elementary, middle and high schools) has been priced compared to what you've provided in this proposal? Also, while your pricing detail is very extensive in the proposal, it's also broken up over several pages; will Jostens provide a compact, concise list of these unit prices if requested to do so, for part of an awarded contract?*

*Attached is a concise list of the unit prices.*

**Contract # J-57-12smc, Jostens, Inc. Middle and High School Yearbook Services**

**Jostens Pricing  
2013 Yearbooks**



**Technology Fees**

There is no extra charge for schools to make their own corrections before or during the proofing stage.

YearTech Online (all schools)

Plant assisted digital image correction	\$55 per hour
Unsubmit pages from production (before plating/printing)	\$33 per page
Unsubmit panel page section from production (before plating/printing)	\$65 per occurrence
Customer requests plant's assistance to make extensive corrections to page	\$55 per hour

Adobe InDesign / YearTech (all schools)

Minor YearTech corrections made by plant	\$8 per page
Change page number on/before proofs	\$14.50 per page
Change page number after proofs	\$44 per page
Complete page revision	\$48 per page
Customer requested re-proof	\$6.55 per page

**Various Yearbook Fees**

In order to provide an appropriate price for each size school, Jostens has a number of pricing programs for full, partial, and no color books of various sizes. The cost for certain items, such as adding 4 pages, varies across the programs.

copy	included	
color	\$1021 per multiple	Print a black and white book with a few color multiples; the color will cost per multiple (8 pages).
proofs (1st set)	included	YTO schools print their own; YearTech schools receive them by mail or online.
photographs / graphics	included	
paper stock	included	80# paper is included and other weights, textures, and colors are optional.
additional pages	\$100-\$200 per page	You may add pages in multiples of 4. The price is determined by pricing program and the size of the book.
type styles and sizes	included	

**Endsheet Pricing**

The endsheet options below are available for most of our pricing programs. See deadlines in section 3.1.7 to avoid late charges. There are also a variety of custom application choices (foil, UV, die cuts, etc.) as well.

Transicolor paper	Included	This colored paper is included in most programs; however, some programs only include white.
Gloss finish	\$0.33 per copy	available only on school-designed process color endsheets
Contempore paper	\$0.41 per copy	This is a heavier weight paper.
Studio endsheets	\$0.40-\$0.77 per copy	Choose from 8 designs.
Custom process color	\$491, \$919	The first price is for same front and back (SFB) endsheet, and the second is for different front and back (DFB) endsheet
Custom Tempo	\$288-\$851	Cost is determined by trim size, SFB vs. DFB, and number of inks used. InDesign users only.

## Contract # J-57-12smc, Jostens, Inc. Middle and High School Yearbook Services

### Cover Pricing

These cover options are available for most of our pricing programs and trim sizes. See deadlines in section 3.1.7 to avoid late charges. There are also a variety of application choices for each cover, and the cost is often determined by the cover selected.

Studio process color	included	Includes choice of 12 pre-designed color covers, one silkscreen color on front, backbone silkscreen on books with 97 or more pages, gloss lamination, 150 pt binder's board (trim size 9)
Custom process color	included	gloss lamination, 150 pt binder's board (trim size 9); your design can include spine copy
Custom process color embossed	\$0.42-\$1.38 per copy plus cost of dies	The cost varies depending on whether you are embossing the front or back lid or spine and whether there is embossing to register.
Studio material embossed*	included	Includes choice of 10 Studio dies, material, one silkscreen on front lid or backbone, 120 pt binder's board. Trim size 9 not available
Custom material embossed**	cost of custom dies only	Includes one sampled grain, choice of available designs, standard lettering on front title/date, backbone using existing dies, 150 pt binder's board. Choice of: one silkscreen on front lid title/date/design, one standard unit of foil (die extra), color on backbone (if none on front), non-metallic overtone rub
Studio material screened	included	Includes choice of 8 designs, one silkscreen on standard art and title, backbone silk-screen on books with 97 or more pages, material. Trim size 9 not available.
Custom material screened	included	Includes material, 120 pt binder's board (trim size 7, 8), 150 pt binder's board (trim size 9). Choice of: one silkscreen on front lid, one standard unit of foil (die extra) on front/spine or back/spine
Cover artist session (hand drawn design)	included	For anyone who goes to our 3-day workshop, you will meet with an artist to design your cover. For high schools that cannot attend the workshop, we will bring an artist to your school to design the cover.
Cover art fee for custom designs	\$48 per hour	Many custom designs only take 1-2 hours for an artist to digitally create. Sometimes, schools request changes after seeing a proof, which can result in more art time. Avoid cover art fees by submitting completed designs to scale or use our templates.

\*Only included for high schools; \*\*Only included (plus die costs) for high schools

### Options Pricing

Extended Edition	varies	spring content can be sewn or taped into the yearbook to provide expanded spring coverage; available in B/W or color in multiples of 4 pages
autograph sections	\$0.53-\$1.10	8-page autograph section in B/W or color in all 3 trim sizes
DVD supplement	\$3.05-\$5.60	Submit photos and video, and Jostens will add music and create the DVD; price is determined by quantity. We can also duplicate your school-produced DVD for a lower fee.
What's Up / World Beat	\$1.19, \$2.02	What's Up (for younger students) is 8-pages, and World Beat (for older students) is 16 pages of full-color news, photos, captions, toys, and trends of the year.
Photo Pockets	\$1.10	sheet of 6 adhesive-backed photo pockets that provide students with a way to add photos and mementos to their books.
Hear the Year	\$12.99	Students choose and download 12 hit songs of the year. School receives \$1 from each sold.
1 line personalization	\$4.10	School will choose 1 color of foil for all personalization.
2 lines personalization	\$6.45	
Icon, per icon (4 max)	\$2.10	Must purchase 1 line personalization with an icon
Personalize It Package	\$6.10	1 line personalization, 12 fun phrase stickers (elementary schools)
Signature Package	\$13.20	4 signature pens, 1 line personalization, autograph section, photo pocket sheet, free icon
Deluxe Package	21.69	Hear the Year, 2 lines personalization, clear cover, photo pocket sheet, free autograph section, free icon
Personal Yearbook Pages	\$15.24	8-page autograph section; 4 of the pages are customized online by the student with his/her own photos, art and text. It is sewn into only that students' book.
ReplayIt Pages	\$0.90-\$2.50	16 additional pages of school pictures from ReplayIt site; price is determined by quantity.
Ad Service	Included; \$20	Although the full color brochures (one for every student) are free, if parents go online or send ads to Jostens to create, there is a \$20 fee per ad. Your rep will help you to determine what the ad prices should be to cover the cost of the fee.

**Contract # J-57-12smc, Jostens, Inc.**  
**Elementary, Middle and High School Yearbook Payment Plan Details**

**3.1.8.1 Payment Plans**

*While Owner schools understand the commitment Contractors make in taking on yearbook agreements, no Owner school can pay large up-front fees for yearbook production, especially if the Owner school approaches yearbooks as a break-even or very low-profit activity. Offerors shall outline payment options and plans in this section of the proposal response. Payment plan details shall include partial payments over the period of yearbook construction and discount terms for early completion of yearbook requirements by Owner with the terms of said discount noted.*

Most publishers do not include the cost of custom covers. Jostens offers this free option for most covers as long as the deadlines are met (section 3.1.7).

<b>Deposit Policy</b>	<b>Spring Delivery</b>	<b>Fall Delivery</b>
books with 57 pages or more	Two equal deposits of 40% of the contract price are due on 11/1 and 3/1 with the balance due 30 days after invoicing.	Two equal deposits of 40% of the contract price are due on 12/1 and 4/1 with the balance due 30 days after invoicing.
books with 56 pages or less	One deposit of 80% of the contract price is due on March 1 with the balance due 30 days after invoicing.	

Additional flexibility may be available for "break-even" and low profit schools.

Schools using the Jostens Direct Solutions sales program (more details on next page) are not required to make deposits. If the school is not using JDS but offers online book and/or ad sales through Jostens, the money collected will count towards the deposit.

Schools that pay in excess of their required deposit will be paid interest: 4% APR. The accrued interest will be paid as a line-item credit on the final invoice. Spring delivery schools must pay prior to November 1. CY schools must pay prior to December 1. Interest will be paid only to the contract amount. Example: On a contract amount of \$10,000 for a spring book and \$10,000 is sent in before November 1, interest will be paid on \$6,000 (less the \$4,000 deposit due) at 4% until March 1 when the second deposit is due. From March 1, interest will be paid on \$2,000 (less the \$4,000 second deposit due) until May 1.