

**Studio Source Yearbooks**  
**Envelope Order Form**



352 Lost Lake Drive  
Divide, CO 80814  
Ph: 888-308-0692  
Fax: 888-908-5475  
www.studiosourceyearbooks.com

Please complete form below and submit to Studio Source by clicking the submit button or emailing the completed file to us. By submitting or emailing this file to us you are giving Studio Source your approval for the envelope proof on page 2. PLEASE DO NOT FAX.

**SUBMIT**

**FOR OFFICE USE ONLY**

Job #: \_\_\_\_\_ PS#: \_\_\_\_\_ Date Order Received: \_\_\_\_\_ Quantity: \_\_\_\_\_  
Proofing: Hard Copy Internal Proof Due Date: \_\_\_\_\_ Time: \_\_\_\_\_  
Paper Stock: \_\_\_\_\_ Ink: \_\_\_\_\_  
Final Trim Size: \_\_\_\_\_  
Ship Date: \_\_\_\_\_ Shipper's Initials: \_\_\_\_\_  
PO# (Shipping to End Client): \_\_\_\_\_  
Ship UPS Ground: Studio Source Account

**ENVELOPE TEXT (\*as it will appear on the envelope)**

**STUDIO & SCHOOL INFORMATION**

\*Studio Name: \_\_\_\_\_  
\*Studio Address: \_\_\_\_\_  
\*Studio City, State, Zip Code: \_\_\_\_\_  
\*Studio Phone or E-mail or Website: \_\_\_\_\_  
\*School Name: \_\_\_\_\_ \*Yearbook Payment Due Date: \_\_\_\_\_  
\*Cost of Yearbook: \_\_\_\_\_ \*Make Checks Payable to: \_\_\_\_\_  
\*Where should payment be returned to (ex: office, teacher, homeroom, etc.): \_\_\_\_\_  
\*Any Additional charges (ex: personalized cover): \_\_\_\_\_ \*Additional cost: \_\_\_\_\_  
\*Additional 1<sup>st</sup> line message (optional): \_\_\_\_\_  
\*Additional 2<sup>nd</sup> line message (optional): \_\_\_\_\_

**DELIVERY INFORMATION (via UPS Ground)**

Quantity: \_\_\_\_\_  
Company/School Name: \_\_\_\_\_  
Delivery Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_  
Attention: \_\_\_\_\_

**PLEASE REVIEW YOUR ENVELOPE PROOF ON PAGE 2 BEFORE SUBMITTING.  
ONCE YOUR ORDER IS PLACED PLEASE ALLOW 5 BUSINESS DAYS  
FOR PRODUCTION PLUS 5-7 DAYS FOR SHIPPING VIA UPS GROUND**

# Order your Yearbooks Today!

Date Due: \_\_\_\_\_ Make Payment to: \_\_\_\_\_

## Capture the memories at

Please order today by completing the following yearbook order form and return it by the due date listed above. It is the perfect way to preserve your child's school year memories.

Please return this form along with your payment to

All yearbooks are filled with many candid photos of students in all grade levels from the school year. The cost is only

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## Yearbook Provided By:

Student Name: \_\_\_\_\_

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

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

Teacher: \_\_\_\_\_ Grade: \_\_\_\_\_

Phone: \_\_\_\_\_

QTY	PKG	Price (per book)	Amt Due
	Yearbook		
Total			

1. Use a **separate** envelope for each student.
2. Enclose **exact amount** (cash, check, money order)
3. Envelope **MUST** be returned to school by Date Due!
4. **Complete order form to the left!**

Make Checks Payable to: