

Jordan Middle School Ad Order Form

Post their adorable baby pictures and send a personalized message
to your 8th grader in the 2010 yearbook!

To reserve yearbook space, our payment/submission deadline is February 27, 2010

We have two submission/payment options for the 2010 yearbook:

OPTION 1: Purchase your ad online with a credit card, and have the flexibility to design the ad yourself with easy-to-use online software

OPTION 2: Save time. Have the Jordan Yearbook Staff design your advertisement, and pay with a personal check. All pictures for this option must be submitted as hard-copy original pictures that will be returned to you in their original condition. We will scan and digitize them for your advertisement.

INSTRUCTIONS FOR OPTION 1: Online

1. Navigate to www.myyear.com, select 'Palo Alto' from the city pull-down menu, then select 'David Starr Jordan MS'.
2. Click on the 'Purchase a Yearbook Ad' button. Select the ad size you would like to purchase.
3. Create a login for your purchase on the sign-up section.
4. Select the template you would like from the pull-down menu.
5. Load the pictures you would like to use by clicking on the 'my photos' tab and hitting the upload button to browse for pictures on your computer. They will then be put in your images bar. Drag and drop pictures to the 'drag image here' areas
6. To add text, click on the areas called 'Click to add caption.'
7. Click 'view proof' to preview your ad. If you are happy with your proof, click the 'add to cart' button.
8. Complete the check out process and pay for your ad. *There will be a \$1.85 credit card convenience fee added to your order in addition to the cost of the ad.

INSTRUCTIONS FOR OPTION 2: Yearbook Staff designed

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| <p>1. CHECK THE REQUESTED AD SIZE:</p> <p>___ 1/8 page @ \$50.00
___ 1/4 page @ \$75.00
___ 1/2 page @ \$150.00
___ Full page @ \$300.00</p> | <p>PROVIDE THE DESIGN INFORMATION:
(SAMPLES ARE ON THE FOLLOWING PAGE)</p> <p>• DESIGN # ___</p> <p>• NUMBER OF PHOTOS: ___</p> |
| <p>2. Include the following:</p> <ul style="list-style-type: none">• The order form, below• Ad photos• Ad text (50 word max.)• Please type your message on a separate paper• Check payable to: Jordan Middle School | <p>• Mail or deliver to:</p> <p>ATTN: Jordan Yearbook Staff
750 N. California
Palo Alto, CA 94303</p> |

STUDENT'S NAME

PARENT/PURCHASER'S NAME

ADDRESS/CITY/STATE/ZIP

PHONE NUMBER

3. Option 2 Payment Information: Total amount paid \$ _____

2010 Ad Sizing/Pricing Option 2 Templates

All-color ads are available in the following sizes for the prices shown:

- 1/8-Business Card: \$50.00
 - 1/4 page: \$75.00
 - 1/2 page: \$150.00
 - Full page: \$300.00

Step-by-Step Instructions:

1. Select ad size.
2. Select a standard design.
3. Complete the order form provided.
4. Provide photos for each space in the ad.
5. Write text for the ad on the order form or attach it on a separate sheet. (50 word max.)
6. Provide payment.
7. Deliver or mail all of the above materials to the yearbook staff by the deadline below.

*** Ad & Payment Deadline: February 27, 2010 ***

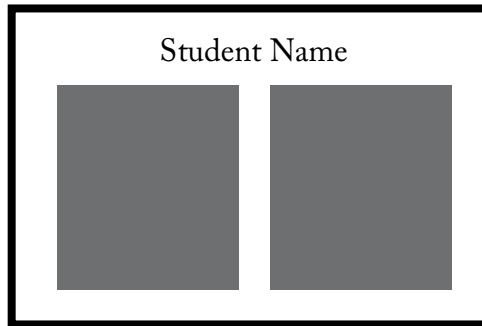
** Due to our publisher's deadline, late ad submissions cannot be accepted.*

Photo Submission Guidelines

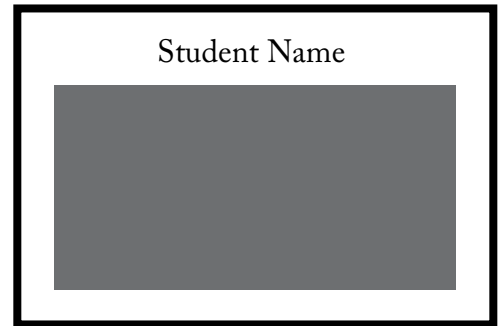
- Please do not cut, glue, or tape photos.
- Care will be taken to return photos; however, copied prints should be submitted for irreplaceable photos. The school, yearbook staff or the yearbook publisher do not accept responsibility for lost or damaged photos.
- Select vertical (tall) photos for vertical spaces and horizontal (wide) photos for horizontal spaces.
- Photos will be enlarged or reduced to fit the layout.
- Writing lightly in pencil, put your name, address and phone number on the back of each photo.
- Again, lightly in pencil, number the back of the photos to match the numbers to the design you selected.
- If photos are returned they will be returned when/after the yearbooks are delivered.
- Poor quality pictures/ads chance not being used.

1/8-Business Card Size Ads

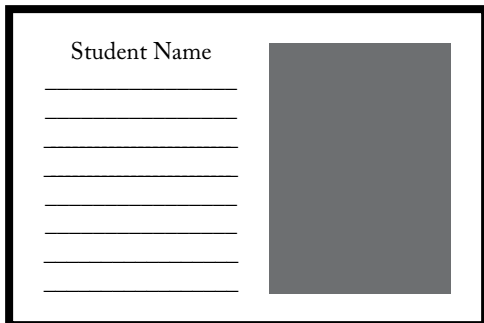
Refer to the number below each design to identify which layout you would like to use for your ad. Ads are shown smaller than actual size. Grey blocks indicate picture areas, lines are text areas.



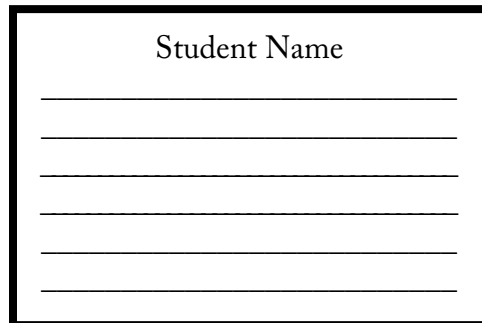
Layout Design #1/8 A



Layout Design #1/8 B



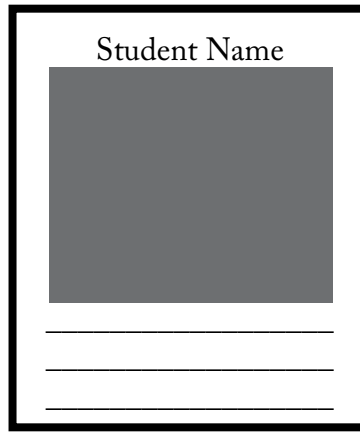
Layout Design #1/8 C



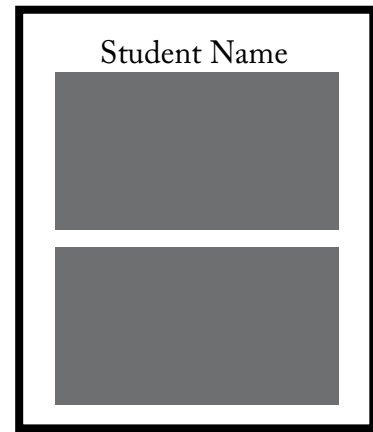
Layout Design #1/8 D

1/4 Page Ads

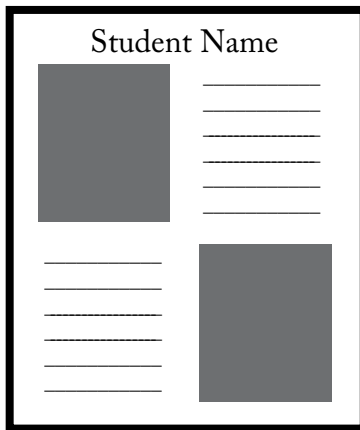
Refer to the number below each design to identify which layout you would like to use for your ad. Ads are shown smaller than actual size. Grey blocks indicate picture areas, lines are text areas.



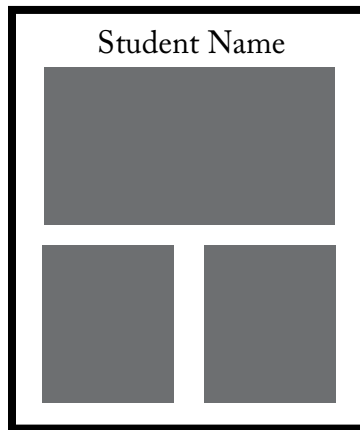
Layout Design #1/4 A



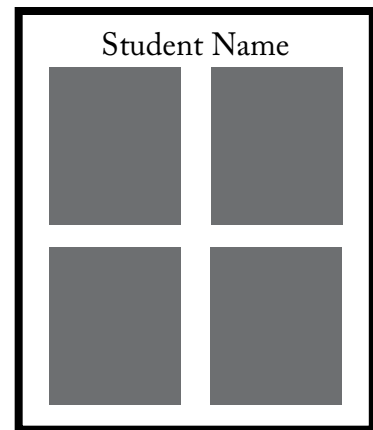
Layout Design #1/4 B



Layout Design #1/4 C



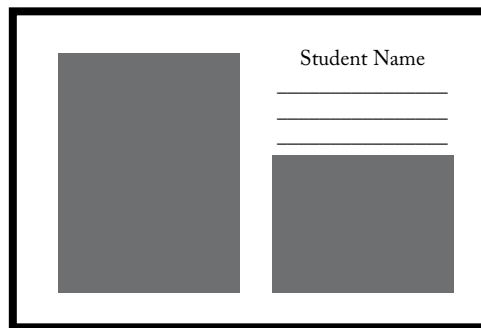
Layout Design #1/4 D



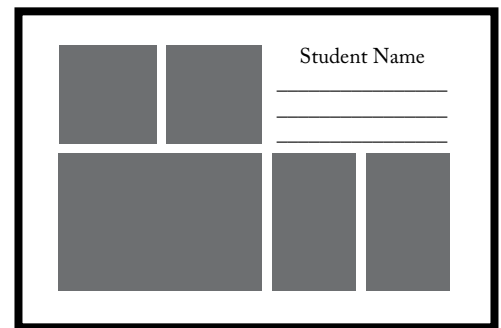
Layout Design #1/4 E

1/2 Page Ads

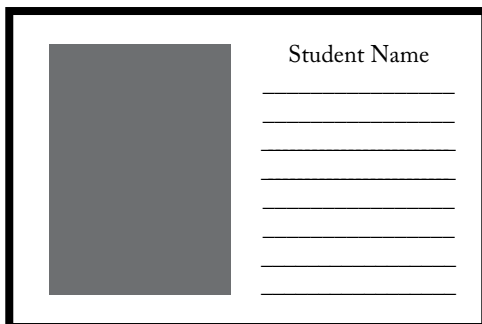
Refer to the number below each design to identify which layout you would like to use for your ad. Ads are shown smaller than actual size. Grey blocks indicate picture areas, lines are text areas.



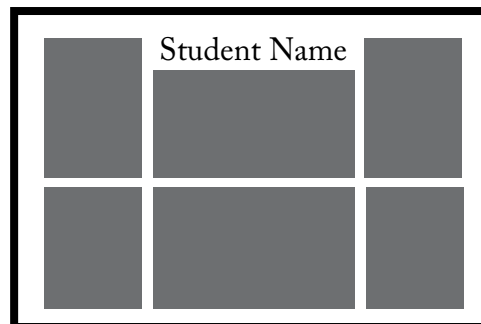
Layout Design #1/2 A



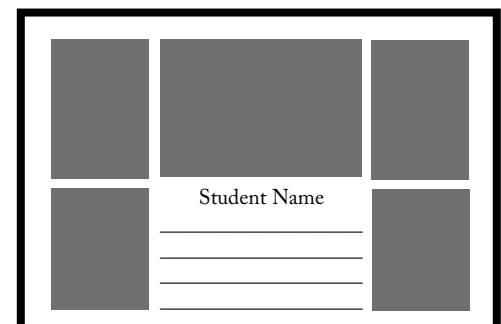
Layout Design #1/2 B



Layout Design #1/2 C



Layout Design #1/2 D



Layout Design #1/2 E