

1. It is understood that Color Communication is the exclusive official photographer retained to perform the photographic services requested on this contract.
2. Color Communication may substitute another photographer to take the photographs in the event of scheduling conflicts. In the event of such substitution, Color Communication warrants that the photographer taking the photographs shall be a competent professional.
3. No part of any order, including previews will be delivered until the balance is paid in full.
4. Color Communication reserves the right to use negatives and/or reproductions for advertising, display, publication or other purposes. Negatives, previews and digital files remain the exclusive copyright property of Color Communication.
5. Upon signing, Color Communication will reserve the time and date agreed upon, and will not make other reservations for that time and date. For this reason, unless Color Communication is able to fully replace the canceled reservation, all deposits are non-refundable, even if the date of the event is changed.
6. If Color Communication cannot perform this contract due to fire or other casualty, strike, act of God, or other cause beyond the control of the parties, or due to the photographer's illness or emergency, then the photographer shall return the deposit to the Client but shall have no further liability with respect to the contract. This limitation on liability shall also apply in the event that photographic materials are damaged in processing, lost through camera/computer malfunction, lost in the mail, or otherwise lost or damaged without fault on the part of Color Communication. In the event Color Communication fails to perform for any other reason, Color Communication shall not be liable for any amount in excess of the deposit and money paid for this contract.
7. Client is aware that color dyes in photographic material may fade or discolor over time due to the inherent qualities of dyes, and Client releases Color Communication from any liability for any claims whatsoever based upon fading or discoloration due to such inherent qualities.
8. The charges in this contract are based on Color Communication's Standard Price List. This price list is adjusted periodically and future orders shall be charged at the price in effect at the time the order was placed.
9. NOTICE OF COPYRIGHT: It is ILLEGAL to copy or reproduce these photographs without Color Communication's permission, and violators of this Federal Law will be subject to its civil and criminal penalties.
10. This contract incorporates the entire understanding of the parties. Any modifications of this contract must be in writing and signed by both parties.

**Reunion Committee Responsibilities:**

1. At sign-in, Class Members are sent directly to the photo area to have their portrait taken.
2. It is the responsibility of the Reunion Committee to make sure class members have their photos taken.
3. To provide us (*through the vendor*) enough area to setup our photography and computer equipment (12 ft x 14 ft).
4. 2- 6 or 8 Ft rectangle tables, 6- chairs and electrical outlets.
5. Make periodic announcements to have photos taken for the Reunion Memory Book.
6. To inform photographers before the start of each activity to allow us time to prepare to take photographs.
7. To provide us with the venue's contact information.
8. Provide us with a list of the attending class members on cd in MS Excel format. (*check other headings for other requirements*)
9. A non-refundable \$50.00 deposit is required to secure your reunion date. Cost of \$50.00.

**Color Communications Responsibilities:**

1. Provide a camera ready copy of all promotional material for Advance Orders (*as an Adobe PDF file*).
2. Photograph Formal Portraits of attending Class Members/Guest.
3. Photograph Reunion Activities.
4. Photograph the Committee to be included in the Memory Book.
5. Photograph the attending Class Members for a Class Group Photo to be included in the Memory Book.
6. Portrait Packages, Memory Books and Class Photos (with reunion name and date) available for purchase on our SECURE Web Site.
7. Offer a 15% Savings on all Advance Orders + No Shipping cost on Advance Orders.
8. To provide the Standard Memory Book layout for your Memory Book.
9. A non-refundable \$50.00 deposit is required to secure your reunion date. A Travel fee may be requires (*see Travel Fee below*).
9. We are not responsible for directing Class members to reunion activities.

**Standard Book Layout:**

1. The book's finished size is 8 ½ x 11 inches, Soft cover, Full Color, 12- Pages. (*including the covers*)
2. Up to 16 Pages for up to 100 Classmates Photographed.
3. Portrait Pages have 16- portraits per page with names under the portraits.
4. Page definition: Two pages is 1- 8 ½ x 11 inch sheet printed on both side.
5. Printing is permissible on Front Cover, Inside Front Cover and Inside Back Cover. (\$2.20 per book for Back Cover).
6. Additional pages sold in sets of 4 pages at \$2.25 per page set per book.
7. Memory Book Portrait Pages have 9, 12 or 16 portraits per page. Additional portraits per page are an additional cost.
9. Page elements are: Committee's Opening Statement - Memorial Page - Portrait Pages - Roster Pages - Committee Group Photo  
Class Group Photo - Activity Pages - Front and Back Covers.

**Paste Up Layout:**

1. Is any pages constructed by the Reunion Committee and sent to us as hard copy to be included in the memory book.
2. There is a Paste Up Charge of \$7.50 per page for Paste Up Layouts.

**Venue:**

1. We will need space at the venue accessible to the Class Members (an area of about 12 ft x 14 ft). To set up our camera and computer equipment.
2. 2- 6 to 8 ft rectangle tables, 6- chairs and electrical outlet.
3. Venue contact information must be provided by the Reunion Committee.

**Photography:**

1. We can include photographs submitted by absent Class Members.
2. All photos and images must be in JPEG, TIFF, Adobe Portable Document File (PDF) or Photoshop (PSD) file format.
3. All documents must be in either MS Word, Word Perfect, Page Plus, or MS Excel (see scanning fee below).

**Scans:**

1. We can scan any submitted images for insertion into the memory book. The cost is \$2.50 per Image. Up to 8 1/2 x 11".

**Book Proofs:**

1. We will provide up to 2- PDF proofs at no cost before your book is sent to final printing. Additional PDF proofs cost \$7.50 each. Hard copy book proofs are \$15.00 each.

**Submissions:**

1. Text documents must be in one of these formats, MS Word 2007 or earlier, Word Perfect 2000 or Serif Page Plus X4.
2. Spread Sheet submissions must be in MS Excel 2007 format.
3. Images - Photo Plus X4, Photo Shop, Adobe Elements, JPG, TIFF or PSD format.
4. Attending Class members list must be on CD in Microsoft Excel (spreadsheet) format
5. Building, Logos and Mascots image submission are the responsibility of the Reunion Committee.

**Travel Fee:**

1. A Travel Fee may be required.
2. Travel Fee is \$1.25 per mile up to 200 miles.
3. \$0.75 per mile for each additional mile over 200 miles.

**Deposit:**

1. A non-refundable deposit is required to secure your reunion date with Color Communication. Deposit amount \$50.00.

**Delivery Time:**

1. Your Reunion Committee has 2- weeks from your reunion date to submit any material to be included in your memory book. After 2- weeks no other material can be submitted because the book will go to final print.
2. Finished memory books should be delivered to Class Members by 6 to 8 weeks after your committee approves the final proof.

**Upon Approval:** Please sign and date both copies of the contracts and return both copies to Color Communication - 609 Wood Street - Harrisburg, PA 17109. We will sign and date one copy and return it to you for your records.

I have read and agree to the terms of this contract, I am an officially responsible member of the Reunion Committee and I am authorized to sign this contract.

***Please sign, date and return both copies to Color Communication. We will sign, date and return one copy to you for your records.***

\_\_\_\_\_  
Committee official

\_\_\_\_/\_\_\_\_/\_\_\_\_  
MM / DD / yyyy

\_\_\_\_\_  
Studio

\_\_\_\_/\_\_\_\_/\_\_\_\_  
MM / DD / yyyy

Deposit	\$ _____	
Travel Fee	\$ _____	Total Miles _____
Extra Proofs	\$ _____	Proof Quantity _____
Tax	\$ _____	
Total	\$ _____	<input type="checkbox"/> Check <input type="checkbox"/> Cash <input type="checkbox"/> Visa <input type="checkbox"/> M/C <input type="checkbox"/> Am Ex <input type="checkbox"/> Disc <input type="checkbox"/> M/O
Card #	_____	
Expiration Date	____/____/____	Security # _____
Name on Card	_____	

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