

PROPOSAL FOR PHOTOGRAPHIC SERVICES FOR COMMENCEMENT

TO: _____ (Photographer) ADDRESS _____ (No. and Street) _____ (City and State) _____ (Zip)	ATTENTION: _____ FROM: _____ (School) ADDRESS _____ (No. and Street) _____ (City and State) _____ (Zip) _____ (Phone No.) Date Received by School _____
---	--

PLEASE SUBMIT PROPOSAL AS FOLLOWS:

(To be filled out by school)

FOR **COMMENCEMENT CEREMONY** TO BE HELD ON _____ AT _____
 (Date of Event)
 _____ WITH ANTICIPATED ATTENDANCE OF _____
 (Location of Event) (Estimated number of graduates)

PROPOSAL MUST BE SUBMITTED BY _____.

The following items will be provided, at no charge, by the photographer:

1. Graduate address/reader cards.
2. Photo overview of class on stage and floor during ceremony.
3. A photo album of administration, faculty, and candids taken on commencement day.

THE SCHOOL AGREES TO :

- Grant the vendor the sole commercial right to photograph each graduate during their respective commencement ceremony in the _____ - _____ school year.
- Assist the vendor in obtaining correct addresses of each graduate electronically, printed list and/or address cards completed prior to the ceremony.

THE VENDOR AGREES TO :

- Photograph each graduate participating in the commencement ceremony and mail free color proof(s) to each graduate whose address is made available five days after the ceremony.
- Sell only the picture packages and "A la carte" photos specified on this proposal to the students of the above named school. This proposal is for color pictures only unless otherwise specified.
- Meet with the school graduation advisor prior to the ceremony to discuss details.

PROCEDURES :

- Proposals submitted will be evaluated on a mix of factors including price, quality, accessibility, dependability, professionalism, variety of picture packages and services. Photographer may contact school on or after _____ for evaluation results. After all proposals have been opened, they may be examined by all photographers who submitted proposals.
- Failure to respond to this invitation to submit a proposal, may result in removal of your name from our list of prospective suppliers for future events. If you do not wish to submit a proposal, indicate "No Proposal" on all three (3) pages and sign and return all three (3) pages of this proposal.
- A photo package may have only one price.
- Together with this proposal, the photographer must submit one sample photo package, stamped on its back with the photographer's name, address and applicable school year. Quality and sizes of pictures offered for the event must equal the quality and sizes of the sample photo package submitted with this proposal. No presentation is required.

THIS PAGE TO BE FILLED OUT BY PHOTOGRAPHER SUBMITTING PROPOSAL

An ACCESS FEE in the amount of \$ _____ will be provided to the school by _____
 (Date)

This date is to be no less than 10 business days prior to the event. No other funds, gifts or incentives will be due to the school nor will be accepted by the school, it's employees, or students.

NUMBER OF POSES # _____

POSE	DESCRIPTION

<p>PACKAGE A # POSES _____</p> <table border="1"> <thead> <tr> <th align="center">NO. OF PRINTS</th> <th align="center">PRINT SIZE</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table> <p>COST A _____ EACH</p>	NO. OF PRINTS	PRINT SIZE							<p>PACKAGE C # POSES _____</p> <table border="1"> <thead> <tr> <th align="center">NO. OF PRINTS</th> <th align="center">PRINT SIZE</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table> <p>COST C _____ EACH</p>	NO. OF PRINTS	PRINT SIZE							<p>PACKAGE E # POSES _____</p> <table border="1"> <thead> <tr> <th align="center">NO. OF PRINTS</th> <th align="center">PRINT SIZE</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table> <p>COST E _____ EACH</p>	NO. OF PRINTS	PRINT SIZE						
NO. OF PRINTS	PRINT SIZE																									
NO. OF PRINTS	PRINT SIZE																									
NO. OF PRINTS	PRINT SIZE																									
<p>PACKAGE B # POSES _____</p> <table border="1"> <thead> <tr> <th align="center">NO. OF PRINTS</th> <th align="center">PRINT SIZE</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table> <p>COST B _____ EACH</p>	NO. OF PRINTS	PRINT SIZE							<p>PACKAGE D # POSES _____</p> <table border="1"> <thead> <tr> <th align="center">NO. OF PRINTS</th> <th align="center">PRINT SIZE</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table> <p>COST D _____ EACH</p>	NO. OF PRINTS	PRINT SIZE							<p>PACKAGE F # POSES _____</p> <table border="1"> <thead> <tr> <th align="center">NO. OF PRINTS</th> <th align="center">PRINT SIZE</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table> <p>COST F _____ EACH</p>	NO. OF PRINTS	PRINT SIZE						
NO. OF PRINTS	PRINT SIZE																									
NO. OF PRINTS	PRINT SIZE																									
NO. OF PRINTS	PRINT SIZE																									

A LA CARTE

<p>PHOTO SIZE _____</p> <p>NO. OF PRINTS _____</p> <p>COST _____</p>	<p>PHOTO SIZE _____</p> <p>NO. OF PRINTS _____</p> <p>COST _____</p>	<p>PHOTO SIZE _____</p> <p>NO. OF PRINTS _____</p> <p>COST _____</p>
<p>PHOTO SIZE _____</p> <p>NO. OF PRINTS _____</p> <p>COST _____</p>	<p>PHOTO SIZE _____</p> <p>NO. OF PRINTS _____</p> <p>COST _____</p>	<p>PHOTO SIZE _____</p> <p>NO. OF PRINTS _____</p> <p>COST _____</p>
<p>PHOTO SIZE _____</p> <p>NO. OF PRINTS _____</p> <p>COST _____</p>	<p>PHOTO SIZE _____</p> <p>NO. OF PRINTS _____</p> <p>COST _____</p>	<p>PHOTO SIZE _____</p> <p>NO. OF PRINTS _____</p> <p>COST _____</p>

CERTIFICATION

(To be filled out by photographer submitting proposal)

The undersigned photographer hereby certifies that this proposal is made without any prior understanding, agreement or association with any other firm, or person submitting a proposal for the same photographic services, and monies due the school are disclosed on this proposal, and in all respects the proposal is fair, without collusion or fraud. The photographer agrees to abide by all conditions of this proposal.

NAME OF PHOTOGRAPHER: _____

MAILING ADDRESS: _____

CITY, STATE, ZIP CODE: _____

TELEPHONE NUMBER: _____ FAX NUMBER: _____

BY: SIGNATURE (ORIGINAL): _____ DATE SIGNED: _____
OF AUTHORIZED REPRESENTATIVE

NAME (TYPED): _____ TITLE: _____
OF AUTHORIZED REPRESENTATIVE

AGREEMENT

(To be filled out by school)

Your firm has been selected to provide photographic services for the event stated on this proposal.
Please contact our school to coordinate services.

(Principal's Name)

(Principal's Signature)

(Date signed)