DO NOT SEND ANYTHING TO THE SCHOOL

Mail all materials and payment to:
Douglas County High School Senior Ads
The Yearbook Company
3900 Market Street, Suite 230
Riverside, CA 92501

OR
if you are technology savvy, you can submit everything online at www.TheYearbookCompany.com

(See ad formats online or order form for character count guidelines.)

TEXT

• Type your message on white paper, typed in a plain font

OR

• Submit a word doc or .txt file on a CD or jump drive.

PHOTOS

• Submit the exact number of photos to match your format.
• Write position number and student’s name on each photo.
• Do not submit computer printouts on regular paper.
• DO NOT fold or cut photos. Careful of wet ink!

DIGITAL PHOTOS:

• Submit 300 DPI .jpg files on a CD or jump drive.
• File name should be the student’s name and photo position number. (ex John Doe 2.jpg)

GENERAL PHOTO GUIDELINES:

• NO photos from websites or screen shots from cell phones, no watermarked photos, no copyrighted photos.
• We cannot fix photos (blurry, creased, fingerprinted, etc.)

HARD COPY AD:

• Submit a perfect, “camera-ready” ad by mail. The ad looks perfect because you’ve glued/taped everything in its EXACT place and EXACT size (see specs on order form).

OR

• Submit a photo-quality printout of the ad on glossy photo paper, made to be the EXACT size of the ad (see specs on order form).

DIGITAL AD:

• Must be 300 DPI actual size .jpg files.
• Please DO NOT use Microsoft Word, PowerPoint, or online photo sharing tools to create your ad due to poor resolution. If you use these programs, submit a photo-quality printout of the ad on glossy photo paper, made to be the EXACT size of the ad (see specs on order form).

GENERAL CUSTOM AD GUIDELINES:

• Include your child’s name on your artwork.
• Do not put any wording or faces on the very edge.
• We cannot create custom ads for you.

SUBMITTING

MAIL EVERYTHING together: photos, message, order form and payment in ONE package postmarked by the deadline.

Or order online at: www.TheYearbookCompany.com by midnight on the day of the deadline.

We reserve the right to edit or remove material inappropriate for a school yearbook such as but not limited to: firearms, inappropriate hand gestures, drugs or drug references, alcohol, and nudity (even baby bottoms) without prior notification.

Due date is POSTMARKED by:

Oct 14th (early bird price)

or Nov 9th (regular deadline) or the LAST & FINAL CHANCE DATE DEC. 9th

CLASS OF 2022 YEARBOOK
RECOGNITION ADS

MAKE SURE YOUR FAVORITE SENIOR IS FEATURED IN THE 2022 YEARBOOK!
Congratulate your special graduate in the yearbook in your own words and pictures!

IMPORTANT INFORMATION

 wegen der besonderen graphischen Analyse

www.theyearbookcompany.com or call 951-274-9561
(Please note that a recognition ad and the pre-order of a yearbook are two separate purchases)
**Douglas County High School Senior Ads 2022 order form**

**STEP 1**
Place an "X" in the boxes to indicate the size and format of ad from the choices below that you are purchasing.

<table>
<thead>
<tr>
<th>Format</th>
<th>Size</th>
<th>Postmark Deadline</th>
<th>Price if Postmarked by</th>
</tr>
</thead>
<tbody>
<tr>
<td>A5</td>
<td>1/8 page ad</td>
<td>October 14</td>
<td>$75</td>
</tr>
<tr>
<td>B5</td>
<td>1/8 page ad</td>
<td>November 9</td>
<td>$95</td>
</tr>
<tr>
<td>J5</td>
<td>1/4 page ad</td>
<td>October 14</td>
<td>$130</td>
</tr>
<tr>
<td>D5</td>
<td>1/4 page ad</td>
<td>November 9</td>
<td>$155</td>
</tr>
<tr>
<td>N5</td>
<td>1/2 page ad</td>
<td>October 14</td>
<td>$170</td>
</tr>
<tr>
<td>E5</td>
<td>1/2 page ad</td>
<td>November 9</td>
<td>$195</td>
</tr>
<tr>
<td>F5</td>
<td>Full page ad</td>
<td>October 14</td>
<td>$295</td>
</tr>
<tr>
<td>H5</td>
<td>Full page ad</td>
<td>November 9</td>
<td>$335</td>
</tr>
</tbody>
</table>

**All deadlines are postmark dates... you only need to either mail or upload your order (photos and message) by that day.**

Visit www.theyearbookcompany.com to see full size formats with detailed descriptions and character counts.

**STEP 2**
Fill out student name and parent contact info. Decide on your photos and type your message.

**Name of person purchasing ad (name on check or credit card):**

__________________________

**Address:**

__________________________

City: __________ State ______ Zip________

Daytime contact phone: (_____) ______________________________

STUDENT’S first and last name as you would like it to appear on ad:

(we will not add the name to custom ads but we do need the name for recordkeeping and indexing purposes)

__________________________

# of photos enclosed _______ is this a surprise? yes / no

I would like my photos returned so I am enclosing a self-addressed, stamped, appropriately-sized envelope. (Otherwise your photos won’t be returned.)

Please note, however, that we cannot guarantee the safety of your photos once we have put them in the mail, so please make duplicates of all irreplaceable photos. PHOTOS WILL BE RETURNED AFTER ALL YEARBOOK DISTRIBUTIONS HAVE CONCLUDED, IN THE SUMMER. (Sorting and mailing back photos from tens of thousands of ads takes several months. Thank you for your patience.)

Yearbook ad sales are a fund-raiser for your child's school and are non-refundable. The school and their yearbook program thank you for your support!

**STEP 3**
Fill out payment info. Put this form, your photos & your message in an envelope and mail to us.

**PLEASE MAKE CHECKS PAYABLE TO:**

__________________________

I've enclosed a check in the amount of: $__________

retuned checks will be subject to a $25.00 fee

I am paying by credit card:

__________________________

Visa Mastercard

__________________________

exp date: ____/____ cvv code: __________

Don’t send any materials to the school. You must mail everything to:

Douglas County High School Senior Ads

The Yearbook Company

3900 Market Street, Suite 230

Riverside, CA 92501

* any orders received after the final postmark deadline will be accepted on a first-come, first-served basis as long as there is still space available (we can make no guarantees regarding space). But you must add a $25 late fee to the regular price.

for more information and for answers to frequently asked questions, please visit www.theyearbookcompany.com or call 951-274-9561
Dear Parents,

Your message to your student will be typeset to fit in this space. Your message must be typed on a separate piece of white paper, and not exceed 85 words (470 characters) including the “signature” at the end. Word counts are an approximation of your allowable characters. Your photo will be reduced or enlarged to fit in this space. This box can be adjusted to accommodate a horizontal photo.

Photo one must be a vertical photo only.

HALF PAGE DESIGN

Write this number on back of photo. Be careful of wet ink.

FORMAT N5

VERTICAL PHOTO ONLY

Original photos work best, however we will accept good quality copies on photo paper only.

Write this number on back of photo. Be careful of wet ink.

FORMAT J5

VERTICAL OR HORIZONTAL

Photo 1

Photo 2

Photo 3

Photo 4

Parents,

Your message to your student will be typeset to fit in this space. Your message must be typed on a separate piece of white paper. The total length of the message should not exceed 140 words (770 characters) including the “signature” at the end. Word counts are an approximation of your allowable characters. Your photos will be reduced or enlarged to fit this these spaces. Original photos work best, however we will accept good quality copies on photo paper. Horizontal photos can be used in photo boxes 2 & 3.

Write this number on back of photo. Be careful of wet ink.

FORMAT F5

VERTICAL PHOTO ONLY

Original photos work best, however we will accept good quality copies on photo paper only.

Write this number on back of photo. Be careful of wet ink.

FORMAT D5

VERTICAL PHOTO ONLY

Original photos work best, however we will accept good quality copies on photo paper only.

Write this number on back of photo. Be careful of wet ink.

FORMAT E5

VERTICAL OR HORIZONTAL

Photo 1

Photo 2

Photo 3

Photo 4

Parents,

Your message to your student will be typeset to fit in this space. Your message must be typed on a separate piece of white paper. The total length of the message should not exceed 120 words (660 characters) including the “signature” at the end. Word counts are an approximation of your allowable characters. Though we can crop and/or resize horizontal photos to fit in the frames, vertical photos or photos that can be cropped vertically do look best. If you have a horizontal photo use box 2.

Write this number on back of photo. Be careful of wet ink.

FORMAT A5

VERTICAL

FORMAT B5

VERTICAL OR HORIZONTAL

Photo 1

Photo 2

Photo 3

Photo 4

Parents,

The message to your student will be typeset to fit in this space. Your message must be typed on a separate piece of white paper, and not exceed 85 words (470 characters) including the “signature” at the end. Word counts are an approximation of your allowable characters. If you have a horizontal photo use format "B5."

Write this number on back of photo. Be careful of wet ink.

FORMAT B5

VERTICAL OR HORIZONTAL

Photo 1

Photo 2

Photo 3

Photo 4

Parents,

We will type your message to fit in this space. Limit your number of words to 45 or less (250 characters). Word counts are an approximation of your allowable characters.

Write this number on back of photo. Be careful of wet ink.

FORMAT A5

VERTICAL

Photo 1

Photo 2

Photo 3

Photo 4

All deadline dates are postmark dates only. (That means your order form, photos and message must be in the mail that day or submitted online by midnight.)
To see full-size versions of these and other formats, visit www.theyearbookcompany.com and log on to your school.

<table>
<thead>
<tr>
<th>Photo 1</th>
<th>Photo 2</th>
<th>Photo 3</th>
<th>Photo 4</th>
<th>Photo 5</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Format G5</strong></td>
<td><strong>Vertical Photop Only</strong></td>
<td><strong>Vertical or Horizontal</strong></td>
<td><strong>Vertical or Horizontal</strong></td>
<td><strong>Vertical or Horizontal</strong></td>
</tr>
<tr>
<td>Original photos work best, however we will accept good quality copies on photo paper only.</td>
<td>Write this number on back of photo. Be careful of wet ink.</td>
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</tr>
</tbody>
</table>

**HALF PAGE DESIGN**

<table>
<thead>
<tr>
<th>First Name Here Last Name Here</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Parents,</strong></td>
</tr>
<tr>
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</tr>
</tbody>
</table>

**Photo one must be a vertical photo only.**

<table>
<thead>
<tr>
<th>Photo 6</th>
<th>Photo 7</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Format K5</strong></td>
<td><strong>Horizontal Photop Only</strong></td>
</tr>
<tr>
<td>Photo one must be a vertical photo only.</td>
<td></td>
</tr>
</tbody>
</table>

**HALF PAGE DESIGN**

**VITAL PHOTO ONLY**

All deadline dates are postmark dates only. (That means your order form, photos and message must be in the mail that day or submitted online by midnight.)
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Parents,

Your message to your student will be typeset to fit in this space. Your message must be typed on a separate piece of white paper. The total length of the message should not exceed 140 words, (770 characters) including the “signature” at the end. Word counts are an approximation based on the amount of characters available. You may get more or less words, depending on which words you use.

Please use a vertical photo in box 1

Full Page Design

FORMAT T5

All deadline dates are postmark dates only. (That means your order form, photos and message must be in the mail that day or submitted online by midnight.)