Additional Flyer Info

If you elect to design your own flyer -

1. Contact your service rep for a Form Number. All flyers require this and it will need to be added to the form **BEFORE** you submit your print-ready artwork. The Form Number will need to be placed on the front and back of the outside flyer and in the upper right corner on the inside. They have to be placed in these locations. See example shown below.

2. All **PROOF** flyers will need a student data box on the **FRONT** and **BACK** of the flyer. The placement and size have been standardized for production. **THE REQUIRED DATA BOX SIZE IS 3.1″wide x 1.6″high**. The placement is shown in the example on the below. The boxes are now required to be in these two locations.

3. We design all of our flyers in Adobe InDesign. If you design your flyer in Photoshop, you must make sure that **ALL** text is 100% black before submitting the artwork to us. This is a **MUST**.

4. Contact your service rep for specific size information.

Outside

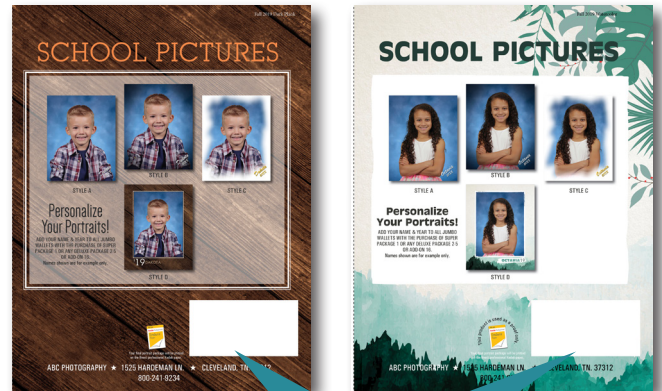**Inside**

If we design the flyer for you on one of our templates -

While we encourage you to customize these flyers with your logo, backgrounds and package information, certain elements on these templates are not customizable. The colors are part of the design and can't be changed. The "School Photo" and "School Pictures" headers on the front of our new templates are part of the template design and cannot be customized. Student data boxes have to be in the standardized location set by our production team.

If you don't want to use one of our new template designs and simply want the flyer background changed on an older flyer, you will need to submit the stock art you would like to use.

Student Data Boxes

When submitting your flyer request, please make sure to thoroughly complete our interactive Flyer Order Form. It is important that you complete all of the information and provide all of the changes with as much detail as possible. Providing this information on the front end, will help us to be able to create your flyer faster and with less revisions. Incomplete information will not be processed. If you have any questions about this form or any of our products, please contact your service rep.

As a convenience to our customers, we can now upload your previous flyer to our ProofHQ digital proofing system. Simply mark any changes that you would like on your new flyer to the older version that we will be replicating. Just let your service rep know that you would like to do this and we will upload the older file.

FLYER INFO
Make sure to mark the type of flyer, what it's used for, size and print quantity. We also need to know which previous Form # to replicate and which new flyer template you wish to use.

INSTRUCTIONS
List changes in packages, pricing, free kicker and what specials or bonuses you plan to offer. Please be especially specific when picking your specials. We have a wide selection of products. Don't just list the product, also list the specific product style you want to offer.

BACKGROUNDS & MODELS
List the unique background names and model codes that you plan to use on your flyer. The model that you list on each line will be the model that's rendered on the corresponding background.

DISTRIBUTION
This is for Prepay ONLY and if the flyer will be shipped directly to you. It's important to note if you don't have a dock and have specific needs.