

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.

Form Number

Form Number

Student Data Box

Student Data Box

Outside

Form Number

Form Number

Form Number

Student Data Box

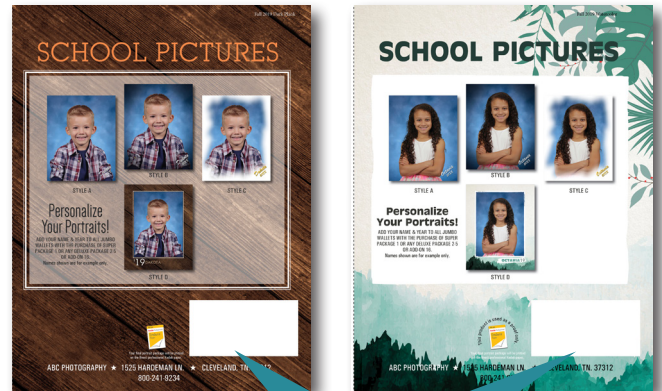
Student Data Box

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.



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.

RESET

Prepay/Proof Flyer Request Form

ONE FORM MUST BE COMPLETED PER REQUESTED FLYER! All items must be completed and emailed to your Customer Service Rep. If you have any questions, contact your Customer Service Rep for guidance.

CUSTOMER INFO	
Studio Name	<div style="display: flex; justify-content: space-between;"> <div> New Customer? <input type="checkbox"/> YES <input type="checkbox"/> NO </div> <div> Account Number </div> <div> Submit Date </div> <div> First Photo Date </div> </div>
<div style="display: flex; justify-content: space-between;"> <div> Artwork Reviewer (Approver: this is the contact that will be approving artwork) </div> <div> Reviewer/Approver Email </div> </div>	

FLYER INFO

Is This For: ☐ UNDERCLASS ☐ CAP & DOWN ☐ SENIOR ☐ DAYCARE ☐ SPORTS ☐ CLASS GROUP ☐ CHRISTMAS ☐ OTHER

Flyer Type: ☐ PREPAY ☐ PROOF ☐ SPEC Size: ☐ 11x17 ☐ OTHER Print Quantity: _____

What previous Form # do we need to replicate? _____

ATTN: NEW CUSTOMERS! Please provide your Customer Service Rep with your package configuration and pricing when sending in this form.

Choose your new Flyer Template from the drop down menu (Underclass Only).
For a listing of available templates please reference your mailer or contact your Service Rep.

☐ PRINT ONLY: I DON'T WANT TO USE ANY OF THESE. I WILL BE DESIGNING MY OWN FLYER. **NOTE:** If you will be designing your own Proof Flyer, you will need to contact your Service Rep for a Form #. Once that's added, please provide APS with a high quality (10+ Jpg) for printing and DFP processing. For a Prepay Flyer, we will only need a 300 dpi, print ready PDF.

Will there be other artwork needed, besides this flyer? ☐ YES ☐ NO
If yes, please list.

GREEN SCREEN (If you aren't offering Green Screen, Please fill out the Styles Section below.)

Will you be offering Green Screen? ☐ YES ☐ NO

If yes, please list Green Screen backgrounds you want to use.
For a listing of available backgrounds contact your Service Rep or visit <http://advancedphoto.com/green-screen-backgrounds/>

1	2	3	4	5
6	7	8	9	10

Please list the code for the model you would like to use on each background.
For a listing of available models see your reference sheet or contact your Service Rep.

1	2	3	4	5
6	7	8	9	10

Will you be using any custom backgrounds? ☐ YES ☐ NO
If yes, please provide image to your Service Rep for approval and to be used on your flyer

List your 3 default backgrounds? (#1 will ALWAYS be the default.)

1	2	3
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INSTRUCTIONS (Please list all requested changes in this space and be specific.)

STYLES (If you aren't offering Green Screen, Please fill out this section.)

Will you be offering Styles? ☐ YES ☐ NO

If yes, please list styles you want to use. Contact your Service Rep with any questions.

1	2	3	4
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Please list the code for the model you would like to use on each style.
For a listing of available models see your reference sheet or contact your Service Rep.

1	2	3	4
---	---	---	---

DISTRIBUTION (Prepay ONLY)

Location _____ Attn _____

Loading ☐ YES ☐ NO Address _____

City _____ St _____ Zip _____

APS OFFICE USE ONLY

New Form # _____ Print ☐ IN-HOUSE ☐ SPM

Service/Sales Rep _____

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.

PLEASE PROOF CAREFULLY!
Your price includes 3 sets of proof reviews. Once you exceed the 3 revision sets, you will be charged an additional \$50/set of revisions.