To: Lakeview Elementary School Administration, March 2009
From: Kirkwood Photo Lab, Mark Gines-Owner
Re: 2008-09 yearbook portraits/sports portraits

We would like the opportunity to provide Lakeview Elementary School with individual portraits for the upcoming school year. We are a Bloomington business capable of doing all processing and printing in-house and could therefore provide a delivery turn around of 10-14 business days.

In addition to the portrait service, we will include the following:
- Since we are a local business, we can work very freely with scheduling picture times and all questions and concerns of parents and teachers can be answered by phone or stopping by the photo lab.
- Regardless of the students’ financial ability, each will receive a 4x6 proof when the pictures are returned if no order has been placed.
- Each teacher will receive package A at no charge.
- We will donate 20% in sales back to the school.
- We will have a retake/absent day, and provide retakes for new students. Students who miss the retake day can schedule an appointment at our studio.
- A staff group photo will be taken with 8x10s available at no charge.

As a testimony to our quality portraits and service at a fair and reasonable price, we currently provide the following with photographic service:
- Bloomington North and South High School
- Edgewood High School and Jr. High
- Owen Valley High School
- Clay City High School and Jr. High
- Brown County High School
- Batchelor Middle School
- Jackson Creek Middle School
- Tri-North Middle School
- Bloomington Baseball Junior League
- Smithville Youth Baseball
- Ellettsville Youth Baseball and Basketball
This agreement is between Lakeview Elementary School and Kirkwood Photo Lab.

Lakeview Elementary School hereby grants the rights to photograph the students in kindergarten thru sixth grade, teachers, staff and administration to Kirkwood Photo Lab for spring of 2009.

Kirkwood Photo Lab will provide all teachers and administration from Lakeview Elementary School a free Package A. The spring portraits will consist of a chair with a spring background.

Kirkwood Photo Lab will donate 20% from all spring portrait sales back to Lakeview Elementary School. The donation will be delivered to the school two weeks after portraits have been taken. (Portraits scheduled to be taken on Tuesday, March 31st, check will be delivered to school no later than April 14th.)

Kirkwood Photo will need a complete listing of the Lakeview Elementary students names and information for picture day, preferably on a CD, or a print out. We will have a staff of three people during picture day. If yearbook students want to be involved we would love their participation.

2008-09 School Year
For Lakeview Elementary School
03-09-09
Date

For Kirkwood Photo Lab

Date