To: New Tech High School Administration, June 2010
From: Kirkwood Photo Lab, Mark Gines-Owner
Re: 2010-11 yearbook portraits

We would like the opportunity to provide New Tech HS 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:

- We provide the yearbook with digital portraits of each student on a CD. To receive the CD, please contact us to let us know when it is needed and who will be picking up the CD at the studio.
- 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 call or stopping by the photo lab.
- Each student will have a photo taken even if they do not order the day of the photo shoot. They will receive a proof and can order at a later date.
- Each teacher will receive package A at no charge.
- We will donate 20% per portrait package from the underclass portraits back to the school.
- We will provide ID cards with the bar code and picture of the student (no number is needed).
- Class composite photo for each grade (9th, 10th, 11th). Senior composite photo will be larger than underclass composites.
- We will have a retake/absent day, and provide retakes for new student. Students who miss the retake day can schedule an appointment at our studio, and we will still provide them with an ID.

As a testimony to our quality portraits and service at a fare 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 & Jr. High
- Batchelor Middle School
- Jackson Creek Middle School
- Tri-North Middle School
- Bloomington Junior League Baseball & Bloomington Youth Basketball
We would need a complete listing of the students name and information for picture day, preferably on a CD, and 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. We will offer a choice of two different backgrounds.

Thank you,

Mark Gines
www.kirkwoodphoto.com

Kirkwood Photo Lab is hereby granted rights to photograph the students by the program listed above.

2010-11 School Year

For New Tech High School

Date

For Kirkwood Photo Lab

Date

Monroe County Community Schools

Jeannine Butler, Board President

Date: __________________