

Terms and Conditions Agreement
Irvin Simon Yearbooks 2008-2009

Errors & Omissions

- Sole responsibility for spelling, grammar, or image placement errors rests with the customer. This includes spelling of student and teacher names.
- Customer will sign off on proof. Irvin Simon Photographers is not responsible for spelling, grammar, or image placement errors made by customer.
- It is the responsibility of the customer to obtain permissions from copyright holder to reprint any copyrighted material. Full compliance with copyright law is the sole responsibility of the customer.
- While Irvin Simon Photographers will make every effort to provide all student images and accurate data, final responsibility rests solely with the customer

Deadlines & Timeline

- Failure to submit yearbook by the due date will result in yearbooks being delivered after the end of the school year for the customer to mail home to students at customer expense.
- Failure to approve proof within 1 week will result in yearbooks being delivered after the end of the school year to mail home to students.
- Customer is responsible for uploading yearbook files with all elements present and correctly configured. Failure to submit a complete and correct yearbook will cause a delay in printing your yearbook and may cause it to be delivered after the end of the school year.
- No changes may be made after a proof is approved.
- Irvin Simon Photographers will make every effort to accommodate your requested delivery date when all deadlines have been met. However, we are not responsible for expedited shipping charges when the customer has failed to meet the required deadlines or when the production schedule has been adjusted to accommodate changes and corrections.

Payments

- Payment can be made using check, money order or credit card.
- Tax-exempt organizations must submit a State Sales Tax Exempt Form for tax exemption.
- Full Payment is due upon approval of proof and placement of order. Yearbooks cannot be shipped until the payment has been paid in full.

Proof Approval

- Proof approval (for each page) is required in writing. By approving your proof, you indicate that the order is correct, approved by you and released for production AS IS. Irvin Simon Photographers will not be held liable for errors on approved orders.
- Irvin Simon Photographers does not provide proofreading services, and will provide a proof to the customer for review. We cannot take responsibility for accuracy of material printed if it has not been proofread by you. We strongly advise that you carefully proofread your yearbook before approving the proof.
- Proof approval by the customer is expected within 5 days from receipt of proof. Deviation from this timeline will cause your yearbook to be delivered after the end of the school year.
- No changes can be made after proof is approved.
- An Additional Fee will be charged for a printed proof requested by customer when error is not Irvin Simon's.

Other

- Irvin Simon does not provide technical support for general desktop and operating system issues. This is the responsibility of the customer.
- For customer not using Yearbooks! 2009 software and submitting their yearbooks on PDF, they must submit Press Ready PDFs. Press ready means the PDF is ready to print AS IS with no additional changes or corrections.
- Irvin Simon Photographers makes every effort to ensure color accuracy in your finished yearbook. However, due to differences in proofing processes and printing operations, a reasonable variation in color from the approved proof and the finished yearbook is to be expected and is considered acceptable. Irvin Simon Photographers is not responsible for color variation resulting from the customer's design. Irvin Simon Photographers reserves the right to choose the best output device for each yearbook based on yearbook configuration, quality and timeline.
- We cannot be responsible for paste-up pages received with scratches, flaws, or missing content; improper preparation of work furnished by the customer; or judgments made in the absence of instructions.
- Additional terms and conditions are found in the Yearbooks! 2009 Toolkit , Welcome Letter and Timeline.