

Marco Photo Service School Photography



Marco Photo Service School Photography Agreement

Today's Date: 4/9/26

Marco Photo Service Representative: Nichole Casey

Customer Information

School Name: Galion High School

Address: 472 Portland Way North City: Galion State: Ohio Zip: 44833

Phone#: 419-468-6500 Fax#: 419-469-5562 Website: galionschools.org

Enrollment: 484 Grades Served: 9-12 District: Galion Original Contract Year: 26-27

School Colors: Blue & Orange School Mascot: Tiger

Contact Person 1: Don Vogt Title: Principal

Phone#: 419.468.6500 Cell#: _____ Email: vogt.don@galionschools.org

Contact Person 2: Regina Estep Title: Secretary

Phone#: 419.468.6500 x 712000 Cell#: _____ Email: estep.regina@galionschools.org

Alternate Contact/ Title: AD : robinette.chance@galionschools.org Phone: _____

Photography / Publishing Services

Posed Individuals:	<input checked="" type="checkbox"/> Y	<input type="checkbox"/> N	<input checked="" type="checkbox"/> Fall	<input type="checkbox"/> Spring
Class Groups:	<input type="checkbox"/> Y	<input checked="" type="checkbox"/> N	<input type="checkbox"/> Title	<input type="checkbox"/> Named and Titled
Class Composites:	<input type="checkbox"/> Y	<input checked="" type="checkbox"/> N	<input type="checkbox"/> Titled	<input type="checkbox"/> Named and Titled
School Sports:	<input checked="" type="checkbox"/> Y	<input type="checkbox"/> N	<input checked="" type="checkbox"/> Fall	<input checked="" type="checkbox"/> Winter <input checked="" type="checkbox"/> Spring
Pano:	<input type="checkbox"/> Y	<input checked="" type="checkbox"/> N	Size: <u>10</u> x <u>30</u>	<input checked="" type="checkbox"/> Framed <input type="checkbox"/> Unframed
Large Group:	<input type="checkbox"/> Y	<input checked="" type="checkbox"/> N	Size: _____ x _____	<input type="checkbox"/> Framed <input type="checkbox"/> Unframed
Candid/Yearbook Groups:	<input type="checkbox"/> Y	<input checked="" type="checkbox"/> N		
Memory Book:	<input type="checkbox"/> Y	<input checked="" type="checkbox"/> N	<input type="checkbox"/> Spring	<input type="checkbox"/> Summer/Fall

Notes: 10x30 is the Senior Class Pano Group photographed at Grad practice

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Location and Photography Details for Picture Day

Photo Date: 9/15/26 Start Time: 7am Desired End Time: 1pm

Retake Date: 10/20/26 Start Time: 7am Desired End Time: 12pm

YB Groups & Candid Date: _____ Start Time: _____ Desired End Time: _____

Large Group/Pano Date: _____ Start Time: _____ Desired End Time: _____

Spring Date: _____ Start Time: _____ Desired End Time: _____

Camera Card Sort: _____

Data Collected: Staff and Student Data Collected 1-2 Weeks Prior to Picture Day

Earliest Time Available for Setup: 5:30AM Must Be Out By: _____

Portrait Location: GYM Electricity Available: ☒ Y ☐ N

Notes: _____

Marketing Information for Picture Day Program

Fall Flyer Code: 15% Fall Online Keyword: GHS26

Spring Flyer Code: _____ Spring Online Keyword: _____

Quantity of Flyers: _____ Electronic versions for web-site, e-mail? ☒ Y ☐ N

Notes: Online ordering email and txt sent to parents to view and purchase

Finished Products for Picture Day Program

Package Sort: Home Room Alpha

Delivery Instructions: _____

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Service Items Ordered for Fall Picture Day Program

2-up Service Unit (1 set for each school is included with agreement)

Quantity: NA Sort:

Principal's Pictorial Directory (1 for each school is included with

agreement) Quantity: NA Sort: _____

Administrative CD (1 for each school is included in agreement)

Quantity: 1

Admin Program (ESIS, SASI, etc.): PLIC PORTAL Sort: N/A

School's A-Site or Technology Coordinator: _____ Email: _____

Special Instructions: _____

Yearbook CD (1 for each school is included with

agreement) Quantity: 1

YB Publisher: **PLIC PORTAL** Sort: **N/A**

School's Yearbook Advisor: **Dionna Randas** Email: **randas.dionna@galionscl**

Special Instructions: _____

Staff ID Cards (included with agreement): ☒ Y ☐ N Finishing: Punch Clip

Special Instructions: Working on design with Angie Owens

Student ID Cards (optional service item): ☒ Y ☐ N Finishing: Punch Clip

Special Instructions: Waiting on school supplied current design to develop

Notes: _____

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Standard Benefits to Customer

The following items are standard benefits offered to all MPS customers and will not affect the customer's commission or change the retail prices presented to the households purchasing pictures. Items shown below are generally scheduled for delivery with finished picture packages. Optional benefits may be reviewed upon request. Commission is calculated as a percentage of the base price from the initial picture day and does not include retakes, reorders, or other services.

(1) Set 2-up Service Unit (1) Yearbook CD (1) Administrative CD (1) Pictorial Directory (1) Set Staff ID Cards

Optional Benefits for Customer

Qty: 1 HS sports photography dates TBD based on sports schedules

Qty: 1 Complimentary staff package

Qty: 1 10x30 senior Pano

Qty: 1 PLIC portal for Admin and YB files

Qty: _____

Qty: _____

Qty: _____

Qty: _____

Qty: _____

Qty: _____

Chosen Commission (paid on initial package purchases only; no add-on or reorder sales included): 15%

With the signature of the authorized representative, this document becomes a binding agreement for services rendered.

Length of Contract: 2026 through 2027

School Representative: _____ Title: _____ Date: _____

Marco Photo Service: Nichole Casey Title: Owner Date: 4/9/26

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Additional Notes:

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper appears to be a standard notebook page or a sheet of stationery designed for writing. The edges of the paper are slightly irregular, suggesting it might be a scan of a physical document. There is no handwriting or other markings on the page.

