

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 Middle School

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

Phone#: 419.468.3134 Fax#: 567-393-4159 Website: _____

Enrollment: 323 Grades Served: 7-8 District: Galion Original Contract Year: 26-27

School Colors: Blue & Orange School Mascot: Tiger

Contact Person 1: Julie Murphy Title: Principal

Phone#: 419.468.3134 Cell#: _____ Email: murphy.julie@galionschools.org

Contact Person 2: Melanie Schaffner Title: Secretary

Phone#: 419.468.3134 x 713000 Cell#: _____ Email: schaffner.melanie@galionscho

Alternate Contact/ Title: Isaac Keinath or Todd Roston (ms sports) Phone: _____

Photography / Publishing Services

Posed Individuals:	<input checked="" type="checkbox"/> Y	<input type="checkbox"/> N	<input checked="" type="checkbox"/> Fall	<input checked="" 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: _____ x _____	<input 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 checked="" type="checkbox"/> Y	<input type="checkbox"/> N	<input checked="" type="checkbox"/> Spring	<input type="checkbox"/> Summer/Fall

Notes: _____

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Location and Photography Details for Picture Day

Photo Date: 10/2/26 Start Time: 8am Desired End Time: 1pm

Retake Date: 11/19/26 Start Time: 8am Desired End Time: 1pm

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

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

Spring Date: 3/4/27 Start Time: 8am Desired End Time: 1pm

Camera Card Sort: _____

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

Earliest Time Available for Setup: 6:45am Must Be Out By: _____

Portrait Location: Media Center Electricity Available: ☒ Y

Notes: _____

Marketing Information for Picture Day Program

Fall Flyer Code: 15% Fall Online Keyword: GMS26

Spring Flyer Code: _____ Spring Online Keyword: GMSSP27

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: Grade 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: 1Admin Program (ESIS, SASI, etc.): PLIC PORTAL Sort: na

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: **na**

School's Yearbook Advisor: **Gina Redman/Rachel Gangwer** Email: redman.gina@galionschc

Special Instructions: gangwer.rachel@galionschools.org

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

Special Instructions: _____

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

Special Instructions:

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	MS sports photography dates TBD based on sports schedules
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Qty: 1 Complimentary staff package

Qty: 1 PLIC PORTAL for ADMIN and YB files

Qty: _____

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 ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

