

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 Primary School

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

Phone#: 419.468.4010 Fax#: (419)710-4845 Website: _____

Enrollment: 435 Grades Served: pk-2 District: Galion Original Contract Year: 26-27

School Colors: Blue & Orange School Mascot: Tiger

Contact Person 1: Katy Erlsten Title: Principal

Phone#: 419.468.4010 Cell#: _____ Email: erlsten.katy@galionschools.org

Contact Person 2: Theresa Benedict Title: Secretary

Phone#: 419.468.4010, x715003 Cell#: _____ Email: benedict.theresa@galionschools.org

Alternate Contact/ Title: Sam Staton incoming principal 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 checked="" type="checkbox"/> Y	<input type="checkbox"/> N	<input checked="" 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 type="checkbox"/> Y	<input checked="" type="checkbox"/> N	<input type="checkbox"/> Fall	<input type="checkbox"/> Winter <input 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 checked="" type="checkbox"/> Y	<input 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: 10/15/26 Start Time: 9:30am Desired End Time: 3pm

Retake Date: 11/19/26 Start Time: 9:30am Desired End Time: 3pm

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

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

Spring Date: 3/10/27 Start Time: 9:30am Desired End Time: 3pm

Camera Card Sort: _____

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

Earliest Time Available for Setup: _____ Must Be Out By: _____

Portrait Location: 2 rooms TBD Electricity Available: ☒ Y

Notes: _____

Marketing Information for Picture Day Program

Fall Flyer Code: 15% Fall Online Keyword: GPS26

Spring Flyer Code: _____ Spring Online Keyword: GPSSP27

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 Teacher 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: _____ Email: _____

Special Instructions: _____

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 Principals Album for Group Photos

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 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 has a slight shadow on the right side, suggesting it's resting on a surface. There is no handwriting or other markings on the paper.

