



Service Agreement

Buffalo Ridge Elementary

Lifetouch ID: 447399

Account Representative Email: mlowe@lifetouch.com

School Year(s): 2022-2023

Agreement Length: 1

Account Information

Buffalo Ridge Elementary
4501 Tanner Drive
Gillette, WY 82718

Main Phone: 307-686-3058
Enrollment: 450
Grades: K - 6

Summary of Programs Provided

- | | | | |
|--|---|---|--|
| <input checked="" type="checkbox"/> Fall Individuals | <input type="checkbox"/> Yearbook | <input type="checkbox"/> Groups | <input type="checkbox"/> Commencements |
| <input checked="" type="checkbox"/> Spring Individuals | <input type="checkbox"/> Prestige Seniors | <input type="checkbox"/> Dance | <input type="checkbox"/> Other/Misc |
| <input type="checkbox"/> Underclass Grads | <input type="checkbox"/> Sports | <input type="checkbox"/> Special Events | <input type="checkbox"/> Service |

Program Type*	Start Date	End Date	Setup Time	Start Time	End Time	Est. Photo'd	Setup Location
Fall Individual - Original (Fall Individuals)	09/12/2022	09/12/2022	7:00 AM	8:00 AM	3:00 PM		
Fall Individual - Retake (Fall Individuals)	10/18/2022	10/18/2022	7:00 AM	8:00 AM	2:00 PM		
Spring Individuals - Original							

*All dates are tentative and subject to change or TBD if blank.

Account Services

- | | |
|--|---------------------------------------|
| <input type="checkbox"/> Yearbook - Media CD/DMD | |
| <input type="checkbox"/> Storefront | Storefront Contact: |
| <input checked="" type="checkbox"/> Lifetouch Portal | Lifetouch Portal Contact: Carmen Heer |

Parent Notify is a complimentary service included when parent/guardian email addresses are provided

Other Services

Montage Poster
Digital Media Download - Composite Verify
Photo Labels
Photo ID Laminated Vertical - Punched
Staff Composite

Additional Details

Description	Incentive Details
Fall Individual	10% Commission paid on net sales calculated 45 days after original Picture Day(s). 10% of sales less sales tax through original picture day

Contact information

Contact Name	Title	Phone	Email
Nicole Hamilton	Administrator	307-686-3058	nhamilton@ccsd.k12.wy.us

Agreement Terms

During the Agreement Term, Shutterfly Lifetouch, LLC. is designated as the Account’s exclusive professional photographer and authorized hereby (i) to photograph all students and staff who participate in “Picture Day” events and (ii) to produce and deliver photographs and services for the programs identified above. The Account is solely responsible for obtaining any parental consents necessary and/or for enabling parents to opt out of participation in Picture Day activities or inclusion in class photographs or yearbooks (as the case may be). In exchange for the services, the Account will allow access to students, staff and use of Account property and information for Account-authorized purposes, including Picture Day administration, fulfillment and distribution of deliverables to the Account, delivery of Picture Day notices, and to provide parents of students photographed opportunities to purchase individual and class pictures and yearbooks as applicable. Lifetouch will not disclose confidential information provided by the Account (the Account Data) or use it for any purpose except to fulfill the services requested to be performed by Lifetouch. The school remains in control of the Account Data at all times, and Lifetouch will retain the Account Data only as necessary to fulfill its obligations under this Agreement.

The terms of this Agreement are not subject to change or cancellation by either party during the Agreement Term except by written consent of both the Account and Lifetouch.

Signatures

DocuSigned by:
Mollie Lowe
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2/24/2022

Mollie Lowe

Account Manager

Nicole Hamilton

Administrator