FINAL SUBMISSION FORM

STRAWBRIDGE studios inc.

The information you provide on this form constitutes the final changes to your order specifications and will serve as the approval to print your yearbook.

Last Steps... *(Check off as you complete each step)*

☐ Make final revisions in the software then click Finalize & Submit. ***Please do not submit this form prior to completing this step.***
- *See page 2 of this form for a complete Correction Guide.*
- *Strawbridge Studios is not responsible for errors found after printing.*

☐ If you have cover changes that need to be made, contact your Yearbook Representative or Yearbook Support ***prior*** to submitting this form.
- *If you have previously approved your cover, then made changes in the yearbook software, your changes will not be applied unless you notify ybsupport@strawbridge.net.*

☐ Check online orders and include them in the Final Book Quantity below.
- *If your online sale is still active, please plan accordingly.*

☐ If you are offering personalization, we will pull the data from online sales for you. If any additional personalizations are needed, you must submit them along with this form.
- *No personalized orders will be accepted after the return of the Final Submission Form.*

DO NOT SUBMIT UNTIL THE BOOK IS READY TO PRINT.

Final Book Quantity _____ *(Include Online Orders)*

- Strawbridge Studios is unable to buy back unsold books. Please contact your Yearbook Representative if you are unable to purchase your contracted amount.
- Please indicate quantities for each binding type (if applicable).

What is the last day of school? _____

Where should the books be shipped?   School ☐   Other ☐

School/Business Name: _____

Attn: _____

Street (No P.O. Box): _____

City, St Zip: _____

Submit Form
*- Send a digital copy of this form to your Yearbook Representative **and*** ybsupport@strawbridge.net.

By signing this sheet, I acknowledge that the number of copies and pages are accurate and agree to honor any price changes.

Yearbook Advisor
Signature

Principal / Assistant Principal / Secretary
Signature

_____   _____
Printed Name   Printed Name

_____   _____

HAVE QUESTIONS OR NEED HELP? Please email ybsupport@strawbridge.net or call 800-889-6092.

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Proof Correction Guide

Using the steps below in the proofing and correcting stage will provide the lab with a print ready final product, reducing the risk of errors and delayed distribution.

1. PROOF THOROUGHLY

Start on the first page and methodically work through the book one page at a time. Go through the book multiple times, concentrating on one of the following each time.

A. Spelling, capitalization, and punctuation.

B. Class Pages
- All classes and students have been placed.
- Students are in the correct classes.
- Student names are correct.
- There are no duplicate student portraits.
- Teacher names are spelled the same in the page header text as well as the portrait text.

C. Candid Pages
- Images are high quality resolution.
- Images are oriented, placed, and cropped as intended.
- Images in collages extend off the edge of the page. (If no blank edge is desired, images should extend past the designated bleed area.)

D. Review Consistency
- Headers and captions are consistent in placement, alignment, font, font size and color.
- Image borders are used consistently on collage pages.
- Student pictures are consistent in size.
- Portrait panels are placed at consistent horizontal and vertical locations.

2. PROOF THE PROOFER

Use more than one person to go over the proof. Have teachers verify that all student portraits are displayed.

3. MAKE CORRECTIONS IN THE SOFTWARE

PLIC Books Users: Simply log in and click *Go To Book*.
Pixami Users: Go to the *Yearbook* tab and click the *Reject* button *(red x)* to regain access to a section.

4. DOWNLOAD A DIGITAL PDF FOR ONE LAST REVIEW

PLIC Books Users: Click *Preview,* then select *Preview PDF*.
Pixami Users: Go to the *Yearbook* tab and select *PDF Proof*.

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