



2025-26 Student Photography Services Agreement

For

Lemont High School

**Lemont
High
School**



**Portrait Package Pricing and Complimentary Products based on approximately
1,400 9th-12th total students and 110 total staff members
at Lemont High School**

1) List of VIP Services Provided

- a) Underclass school portraits
- b) ID cards
- c) ID systems for ID image-capture and ID card printing
- d) Yearbook photography services
- e) Yearbook production services, including design software and training, or complete creation of the yearbook
- f) All-school / All-class group photos (optional)
- g) High school senior portraits and cap and gown portraits (optional)
- h) Graduation portraits and candid photography (optional)
- i) WIAA/IHSA high school state finals photography

*There is no charge to the school required for completion of these VIP portrait photography services.

2) Complimentary Products - The proposed pricing also includes the following complimentary products and services provided by VIP:

- a. **ID Cards** - durable PVC plastic, custom-designed, multi-function - one per student and staff member
- b. **ID System** - for onsite, year-round photo-capturing **and ID printing** - with software and training to track **and reprint** staff and student IDs, includes start up supplies; additional supplies available at cost - one per school
- c. **Yearbook service trips** - to photograph clubs/groups, game action, candid events, etc. - (30) trips HS
- d. **Staff Downloads** - high resolution digital downloads with multiple backgrounds - all school staff
- e. **Principal's directory** - downloadable file, and two books per school upon request
- f. **Panoramic print** - 10x30, mounted and framed of all-school / graduating class group photo - one per school
- g. **Complementary Prints**, up to a 16"x20" in size, 40 prints annually
- h. **VIP Portal** - online access for school Administrators to download all permanently archived images within 48 hours of any photo date, manage data, access live reports, and verify upcoming photography dates and details
- i. **School specific landing Webpage** - online site for families to access multiple order options, all archived images taken by VIP, a calendar listing upcoming photography dates, and customer support resources
- j. **Bonus items with every order** - VIP Photo booklet with three free images, a calendar, a "time capsule" activity page, and two "click and safe" child safety program cards - included with every family order
- k. **Facility graphics and school branding projects** - at preferred-customer pricing
- l. **Print services** - publisher's direct and customer-preferred pricing on services such as banners, posters, brochures, etc.
- m. **WIAA/IHSA State Finals images** - for yearbook and PR use

3) Monetary Remuneration

- a. 10% commission on gross profit of underclass school portrait net sales
- b. \$10.00 per senior package sold

4) Pricing

FALL UNDERCLASS SCHOOL PORTRAIT PACKAGE PRICING					
Package #6	Package #5	Package #4	Package #3	Package #2	Package #1
2 3x5	1 5x7	2 5x7	1 8x10	2 8x10	2 8x10
4 Wallets	8 Wallets	2 3x5	3 5x7	3 5x7	4 5x7
	8 Mini Wallets	8 Wallets	2 3x5	2 3x5	2 3x5
		8 Mini Wallets	8 Wallets	8 Wallets	8 Wallets
				2 Photo Magnets	8 Mini Wallets
				1 Digital Download	1 Digital Download
3 Comp Booklet Portraits*	3 Comp Booklet Portraits*	3 Comp Booklet Portraits*	3 Comp Booklet Portraits*	3 Comp Booklet Portraits*	3 Comp Booklet Portraits*
			Free Shipping	Free Shipping	Free Shipping
\$15	\$22	\$26	\$36	\$44	\$48
Add digital download to any package or product order (when not already included): \$15					
All orders are tracked and delivered directly home for \$5.95. Fee will be waived when any order over \$30 is placed. Only one fee will be applied when families place orders for multiple students. "Free shipping" sales are offered regularly.					
*Every package includes a complimentary calendar portrait, "time capsule" portrait and booklet cover portrait					
Click n safe cards are provided with every order					
"Build your own" packages and a la carte options also available					
For best pricing, families are encouraged to order before January 1st					
This pricing includes an optional 10% fall school portraits rebate. Package prices can be adjusted to accommodate additional services, profit sharing, products, etc.					

FALL UNDERCLASS SCHOOL PORTRAITS - BUILD YOUR OWN PACKAGES AND A LA CARTE PRICING:

(1) 8x10	\$12		Coffee Mug	\$16
(2) 5x7	\$12		Travel Mug	\$16
(4) 3x5	\$12		Water Bottle	\$16
(8) Wallets	\$12		Star Ornament	\$16
(16) Mini Wallets	\$12		Snowflake Ornament	\$16
Digital Download	\$30		Dog Tags	\$12
(not refundable)			Magnets	\$14
Retouching	\$12		Key Chain	\$12

All orders are tracked and delivered directly home for \$4.95. Fee will be waived when any order totals over \$30. Only one fee will be applied when families place orders for multiple students.
 "Free shipping" sales are offered regularly.

HIGH SCHOOL SENIOR PORTRAITS - PREMIER SESSIONS - PACKAGE PRICING:

A	B	C	D	E	
(1) 16x20	(2) 11x14	(2) 11x14	(1) 11x14	(2) 8x10	
(2) 11x14	(5) 8x10	(4) 8x10	(3) 8x10	(4) 5x7	
(5) 8x10	(6) 5x7	(4) 5x7	(4) 5x7	(4) 4x6	
(6) 5x7	(4) 4x6	(4) 4x6	(2) 4x6	(32) Wallets	
(4) 4x6	(48) Wallets	(40) Wallets	(32) Wallets		
(64) Wallets					
\$515	\$460	\$400	\$375	\$320	
w/ 10 Digital Downloads: \$565	w/ 10 Digital Downloads: \$520	w/ 10 Digital Downloads: \$475	w/ 10 Digital Downloads: \$465	w/ 10 Digital Downloads: \$430	
F	G	H	Grad Package		
(1) 8x10	(1) 8x10	(2) 5x7	(25) 5x7 cards		
(4) 5x7	(2) 5x7	(4) 4x6	(24) wallets		
(4) 4x6	(4) 4x6	(8) Wallets			
(24) Wallets	(16) Wallets				
\$260	\$200	\$145	\$75		
w/ 10 Digital Downloads: \$385	w/ 10 Digital Downloads: \$340	w/ 10 Digital Downloads: \$310			

HIGH SCHOOL SENIOR PORTRAITS - PREMIER SESSIONS - SITTING FEES:

Premier - \$40: 30-40 images, up to 30-minute session, one outfit, indoors, up to three backgrounds, variety of poses (from full length to head and shoulders)

Premier Plus - \$80: 50-60 images, up to a 60 minute session, 1-2 outfits, indoors and/or outdoors (weather permitting), up to four backgrounds, variety of poses (from full length to head and shoulders)

Premiere Deluxe - \$150: 100-120 images, up to 4 outfits, up to 120 minute session, in studio and outdoors at VIP specified locations (not available at school location), variety of poses (from full length to head and shoulders). Session fee includes Cap and Gown images
Yearbook Pose - included in all sittings
Cap and Gown - \$10: when added to a Premier or Premier Plus session
Session fee - charged for all sittings (other than yearbook only), to be paid at the time of online sign up (the fee is in addition to portrait package and a la carte prices)
All senior portrait orders are tracked and delivered directly home for a fee of \$5-\$10 (depending on order size). "Free shipping" sales are offered regularly.

HIGH SCHOOL SENIOR PORTRAITS - PREMIER SESSIONS - ENHANCEMENTS*

Name	Price
Teeth Whitening	\$10.00
Remove Braces	\$30.00
Remove Tan Line	\$20.00
Whiten Eyes	\$10.00
*Blemish removal /Retouching, Remove Eyeglass Glare, and Remove Facial Shine all included in Premiere package and product pricing	
All senior portrait orders are tracked and delivered directly home for a fee of \$5-\$10 (depending on order size) plus sales tax. "Free shipping" sales are offered regularly.	

HIGH SCHOOL SENIOR PORTRAITS - YEARBOOK ONLY SESSIONS - PACKAGE PRICING					
Package #6	Package #5	Package #4	Package #3	Package #2	Package #1
2 3x5	1 5x7	2 5x7	1 8x10	2 8x10	2 8x10
4 Wallets	8 Wallets	2 3x5	3 5x7	3 5x7	4 5x7
	8 Mini Wallets	8 Wallets	2 3x5	2 3x5	2 3x5
		8 Mini Wallets	8 Wallets	8 Wallets	8 Wallets
				2 Photo Magnets	8 Mini Wallets
				1 Digital Download	1 Digital Download
3 Comp Booklet Portraits**	3 Comp Booklet Portraits**	3 Comp Booklet Portraits**	3 Comp Booklet Portraits**	3 Comp Booklet Portraits**	3 Comp Booklet Portraits**
			Free Shipping	Free Shipping	Free Shipping
\$19	\$28	\$33	\$45	\$55	\$60
Add digital download to any package or product order (when not already included): \$15.00					
All orders are tracked and delivered directly home for \$5.95 *Fee will be waived when any order over \$30 is placed. Only one fee will be applied when families place orders for multiple students. "Free shipping" sales are offered regularly.					
Seniors will have 6-8 photos of a classic head and shoulder portrait taken with slight variations in the pose (facing different directions, etc.). Available onsite, during underclass photo day within the school year (not available summers / at VIP Studio)					
**Every package includes a complimentary calendar portrait, "time capsule" portrait and booklet cover portrait					

**HIGH SCHOOL SENIOR PORTRAIT PRICING - YEARBOOK ONLY
SESSIONS continued - BUILD YOUR OWN PACKAGES AND A LA
CARTE:**

(1) 8x10	\$15		Coffee Mug	\$20
(2) 5x7	\$15		Travel Mug	\$20
(4) 3x5	\$15		Water Bottle	\$20
(8) Wallets	\$15		Star Ornament	\$20
(16) Mini Wallets	\$15		Snowflake Ornament	\$20
Digital Download	\$38		Dog Tags	\$15
(not refundable)			Magnets	\$18
Retouching	\$15		Key Chain	\$15

All orders are tracked and delivered directly home for \$5.95* *Fee will be waived when any order totaling over \$30 is placed. Only one fee will be applied when families place orders for multiple students. "Free shipping" sales are offered regularly.

Seniors will have 6-8 photos of a classic head and shoulder portrait taken with slight variations in the pose (facing different directions, etc.). Available onsite, during underclass photo day within the school year (not available summers / at VIP Studio)

VIP GRADUATION/PROMOTION CEREMONY PRICING

Packages*

A - Best Value	B	C	D	E
1-16x20	2-8x10	1-8x10	6-5x7	4-5x7
2-8x10	6-5x7	4-5x7		
8-5x7	8-wallets	4-wallets		
8-wallets	1-digital download	1-digital download		
1-digital download				
\$130.00	\$80.00	\$50.00	\$40.00	\$30.00

*Multiple images can be applied within graduation packages for \$10

A La Carte Prints		Digital Downloads	
(8) Wallets	\$8.00	(1) Digital Download	\$25.00
(1) 4x6	\$6.00	Each Additional Digital Download	\$10.00
(1) 5x7	\$8.00		
(1) 8x10	\$16.00		
(1) 11x14	\$25.00		
(1) 16x20	\$45.00	Specialty Products	
(1) 20x24	\$55.00	Graduation Plaque	\$25.00
		Tassel & Diploma Shadow Box	\$90.00
		Tassel Shadow Box	\$70.00
Retouching		Flat 5x7 Greeting Cards (25)	\$60.00
Glass glare	\$5.00	Teddy Bear with Picture Frame	\$20.00
Facial Shine	\$5.00	Snowflake / Star Ornament	\$16.00
Teeth Whitening	\$10.00	Water Bottle	\$16.00
Whiten eyes	\$10.00	Key Chain	\$12.00
Blemish Removal	\$15.00	Magnets (2)	\$14.00
Tan Line Removal	\$20.00	Coffee Mug	\$16.00
Braces Removal	\$20.00	Travel Mug	\$16.00

All orders are tracked and delivered directly home for \$5.95* Only one fee will be applied when families place orders for multiple students. "Free shipping" sales are offered regularly

5) VIP Service Summaries - VIP Agrees to Provide:

- a. Student and Staff Portraits, and District and School Access to all Photos/Photo Information
 - i) **All digital images made available in 48 hours**, for use in student information systems and related databases, yearbooks, display within the school, for printed ID cards, and authorized PR purposes
 - ii) **Images accessible on VIP's Client Access Portal**, a user-friendly, secure, proprietary online resource available to any authorized user on any computer
 - (1) **An administrative export** available in 48 hours containing preliminary school picture images linked to data
 - (2) **A yearbook export** available two-three weeks after last fall retake day containing final yearbook school picture images (consistently cropped, color-corrected for true-to-life skin tones, and of a resolution compatible with school/yearbook publisher's software to meet or exceed industry standards set forth by the PSPA)
 - (3) **Financial and informational reports** such as photographed/not photographed lists, package verification lists, etc. sortable available to authorized users, viewable district-wide as needed
 - (4) **An online calendar** listing past and upcoming photo dates along with appointment details
 - iii) **Staff Downloads** accessible to all staff before retake day and throughout the school year via a link to a Faculty Image list, where staff can choose which image will be used in the yearbook, and download complimentary digital photos with background options
 - iv) **Principal's directory** for easy reference, sorted as requested, downloadable after retake day, and printed books delivered to the school upon request
- b. Staff, Scheduling, and Photo Days
 - i) **Sales representative and account representative**, local, experienced, and readily available to with school staff regularly, communicate consistently, and reply in a timely manner not to exceed 24 hours
 - ii) **Photo days and schedules** that will meet the needs of the school and ensure sufficient photography staff, carefully discussed prior to photo day to clarify location, layout, photo day traffic flow, number of photo set-ups (decided by timeframe, student number, ages, and arrival rate), and other data, ID card, and yearbook requirements; ; on average, one school portrait photographer able to photograph approximately 35-50 students per hour, and one sports photographer able to photograph 2 athletes per minute
 - iii) **Photographers**, extensively trained and guided at each photo day by an experienced lead, communicating clearly and pleasantly with staff and students of all levels and needs, conducting themselves properly in accordance with a school environment, dressed professionally (always wearing VIP clothing and VIP ID), prioritizing school time by arriving punctually, checking in with the school, and

- working efficiently throughout the photo process
- iv) **All staff practicing current Covid safety guidelines** such as social distancing and health safety practices
- v) **High-quality photos** professionally lit and focused, while important details such as expression, hair, jewelry, clothing/uniforms, and glasses are adjusted by verbal direction
- vi) **Scannable QR code "Photo Passes"** in place of school picture paper order form envelopes to ensure a faster picture day, sorted as requested to be easily distributed before or as students arrive at the camera, by VIP check-in staff, volunteers, or school staff
- vii) **Efficient workflow and pace**, using streamlined systems and equipment to take approximately 45-55 students/staff members photos per hour, or two athletes per minute
- viii) **Retake / Make Up Photo Days** about four weeks after the last fall original portrait day, at which no one is turned away or charged, from which VIP will produce IDs cards of those not previously photographed (if applicable), and, because all images are viewable online, no orders need to be returned
- c. Ordering Systems
 - i) **Customized, school-specific webpage**, where all images taken for the school, and only images for the school, are available to families, along with a calendar of past and future photo days, FAQs, and customer service resources to reduce photo day questions
 - ii) **VIP's View Online system** where all ordering is conducted, and where families can view images, choose their yearbook image, order from multiple images, pick a digital background, select from a wide variety of value package options, and purchase add-ons from options such as retouching, digital downloads, or novelties
 - iii) **Direct links to secure online portrait galleries sent to families via email** when email addresses are provided, to maximize security, reduce school staff workload, and minimize questions from families
 - iv) **All galleries also searchable at vipis.com**, where verification information matching the data provided by the school is required to keep child's school portraits secure
- d. Customer Service and Delivery
 - i) **Customer Support for families**, replying in a timely manner not to exceed 24 hours, available via email and live chat at vipis.com, or at 262.375.4457, Monday-Friday, 8 am - 5 pm
 - ii) **Fast turn-around times and timely delivery** (2-3 weeks for most orders) ensured by a local, in-house production facility and high-speed HP Indigo Press, which allows VIP team members to efficiently provide or hand-deliver products as needed
 - iii) **Quality photography products, all VIP-produced** in state-of-the-art processing lab, so team members have total control over quality standards and handle every order with urgency and care

- iv) **Prints delivered in exciting booklet format**, which serves as a special, memorable keepsake and includes a cover that prevents damage customized with school logos and colors, three complimentary bonus photos, a calendar, a “student stats” memory page, and click-n-safe/reorder cards, all on environmentally friendly, scratch proof, water-resistant, paper
 - v) **All orders tracked and delivered directly to customer’s home** address with additional fee of \$5.95 applied when each individual order is placed, fee waived when any school portrait order totaling over \$30 is placed, only one fee applied when families place orders for multiple students, and “Free shipping” sales offered regularly
 - vi) **100% money-back guarantee** on all products and orders; when quality replacement or complimentary retake option not available or opted for, VIP will gladly refund any order at customer’s request
- e. **Communication Tools and Services**
- i) **Informational text** and digital flyers sent to the school before and after each photo day to post and share in newsletters, via social media, and online
 - ii) **Direct Communication Plan**, informing families for you, via email, when “Picture Day is coming”, when “Your pictures are ready” with a direct link to a portrait image gallery, as well as additional reminders to order, sent only to those who have not participated, and monthly promotions and incentives such as “free shipping” to increase participation
 - iii) **Translated materials** and Spanish speaking staff in office and onsite upon request
- f. **ID Cards and Systems**
- i) **ID Cards** for students/staff as directed by and to meet the standards set forth by the school, printed on durable PVC Plastic, compatible with school softwares (all file formats can match school specifications), custom-designed to be multi-functional (for students and staff, visitors, substitute teachers, and specialty badges), able to include up to 20 fields for each school, icons designating participation in activities (such as athletic passes), back printing options, and bar code fonts compatible with systems such as KRONOS and One Source for school lunch programs), and which can be sorted as needed and delivered before the school year (“roll-over” IDs, using previous year’s images), or delivered 10-14 days after photo day (using new images), with black and white “temporary cards” for students without an image to use until a photo is taken
 - ii) **ID System Portal** to securely maintain database and ID images, track IDs, take ID photos, complete necessary fields and data updates to create new cards, and reprint cards (see ID Card Printer) anytime from any computer by any authorized user, on a cloud based software that can be networked to ID printers within the school system, is compatible with Windows systems, installed in Chrome with assistance from a VIP ID representative who will set up training with district techs and school system users prior to the school year, and will be in direct communication with all individuals involved throughout the school year
 - iii) **ID Card Printer** and required equipment typically including Evolis one-sided, color

ID card printer, a webcam, two ribbons (300 card capacity), 600 30mil CR80 cards, printer driver software (Evolis Print Center), proprietary ID software (Windows compatible), a laptop set up with software (optional), a backdrop for photos similar to that of the yearbook (optional), and resupply pricing at cost, along with remote or onsite maintenance and support, resolutions to any issues within 24-48 hours, and loaner equipment if needed

g. **Yearbook Services**

- i) **Yearbook Photography Service Trips**, each up to four hours in duration, to photograph requested clubs and groups, plays, sports game coverage, and athletic or classroom candid events, with appointments scheduled to coordinate photographing multiple events within one four hour trip to maximize coverage, by photographers trained and expected to apply the same level of professional photography to your game coverage as they apply at IHSA/WIAA state finals competitions, with digital images of all covered events accessible to the yearbook staff in the VIP Portal, and posted online at under “Student Activities and Game Coverage” for families and students to view and order in galleries secured with a password at school’s request

h. **High School Senior Portraits**

- i) **All Illinois high school seniors photographed** in traditional head and shoulder pose, and several different sittings offered:
 - (1) **Complimentary Senior Yearbook Sessions** offered to seniors during underclass photo days
 - (a) On photo days, VIP will differentiate between seniors and underclass students, and take 6 studio-quality portraits of a classic head and shoulder pose with slight variations in each photo (facing different directions, etc.)
 - (b) Seniors able to view and select their own complimentary yearbook portrait by searching for their private gallery in “School Portraits”, or a direct link to their seniors’s private school portrait image gallery will be sent to any provided email address as soon as image/s are viewable
 - (c) Seniors who have photos taken during underclass photo days will order from the "Complimentary Senior Yearbook Session" Pricelists
 - (2) **Full sessions to seniors who would like to have the "studio experience"**
 - (a) Families can contact the VIP Lemont Studio from our website or by calling 847-499-9300 and VIP will arrange setting up photo stations at the school in the summer and/or early fall (whichever best accommodates yearbook deadlines)
 - (b) VIP will set up online scheduling for all families, and participation will determine the number of days and hours VIP will be set up at the school
 - (c) All Studio Experience sittings will include yearbook poses and offer a choice of clothing changes and background options
 - (d) The Studio Experience seniors will be able to view and select their

own complimentary yearbook portrait by searching for their private gallery in "Senior Portraits"

(e) Seniors who have their photos taken during Studio Experience photo days will order from the "Senior Portrait" Pricelists

- ii) Direct contact with students via emails will inform students and families of district's/school's decision to use VIP as their exclusive senior portrait vendor, and provide information about scheduling, pricing and yearbook submissions
- iii) Customer support available thorough VIP's headquarters (support@vipis.com, 262-375-4457), and seniors and their families can also contact the Lemont Studio Senior Portraits team directly at 847-499-9300
- iv) All senior images available to the yearbook advisor in the VIP Portal as well as a list of students photographed and not photographed

i. **Additional Photography Services**

- i) **All-School / All-Grade Panoramic Photo** from which VIP will custom design a 10X30 or 10x24 panoramic print, digitally enhanced with borders, captions, and school logo, with one complimentary 10x30 framed copy to be delivered to the School, and prints made available for families to order online; alternatively, when space is limited or social distancing is required, each student is photographed separately, then a group photo can be built digitally for an additional cost (tbd)
- ii) **Graduation/Promotion Photography**
 - (1) Coverage can include graduate's approach to the stage, onstage distribution of the diploma, posed photograph of each graduate as they exit the stage, and candid and group images
 - (2) All images (portraits as well as any candid photos featuring a specific graduate) posted online in one private, secure gallery within a week after graduation day
 - (3) All candid images also posted in a full online gallery for viewing and purchase, and school will have access to the images to use for yearbook or promotional purposes
 - (4) Digital options available when arranged in advance:
 - (a) All-class group image built from cut-out individual photos
 - (b) Digital background applied to all portraits

j. **Additional Services**

- i) **Print Services** - for a wide variety of marketing and advertising materials such as Booklets, Student Planners, Programs, Brochures, Catalogs, Flyers, Posters, Banners, Postcards, Business Cards, Bookmarks, Award Certificates, Calendars, and more, whether they are print-ready projects or they require the talents of our in-house designer, customer-preferred pricing will be applied to all quotes.
- ii) **Facility Graphics** for hallways, doors, windows, fieldhouse, locker rooms, and learning spaces, using durable materials that apply to flat and curved surfaces like brick walls, doors, windows, lockers, both indoors and out, featuring photos taken from state finals events, for example (as VIP is the official photographer of the WIAA and IHSA), and custom designs using your school logo, colors, graphic themes, motto and inspirational, motivating phrases.

6) VIP Statement of Qualifications

OUR MISSION: to provide the highest quality in photography products and services to our customers.

OUR CORE VALUES: High standards and strong company values make VIP a highly respected business partner. We believe that excellence is achieved by listening to and exceeding our customer's expectations. Our attention to detail and dedication to quality applied to both product and customer service make us your best team in photography.

OUR HISTORY: VIP is a local, family and woman owned business providing full-service photography to southeastern Wisconsin and northern Illinois **since 1950**. Our commitment to remaining the best local family photography business has earned us the loyalty of our customers, many of which have been with us for **20-40 years**.

OUR LOCAL, WISCONSIN/ILLINOIS BASE: Our headquarters and processing lab are located at W63N582 Hanover Avenue, Cedarburg, WI. 53012, and our IL studio is located at 106 Stephen St, Ste 104B, Lemont, IL

OUR PARTNERS: We service over 150 schools and districts with aggregate populations exceeding 150,000. Our customers are our best source of referrals and account for more than 90% of our new business annually.

OUR PRODUCT: We provide a wide variety of photography services, from traditional, timeless portraits in the style of the old masters to exciting, cutting-edge images. We place high quality products with more picture units per package at very competitive prices. We stand behind all of our photographs and products by offering a 100% satisfaction guarantee.

OUR VIP TEAM: The quality of our photography service and products is assured by the professionalism, passion and talents of our 150 team members:

- **Our dedicated sales and account representatives**, readily available throughout the year, provides our partner schools and districts with direct access to immediate assistance and 100% support on your photo day and yearbook assembly process
- **A professional staff of photographers**, highly trained in the use of top-of-the line cameras, lighting, and other photographic equipment, are skilled at interacting with students at all levels and are led by a veteran photographer scheduled on every job
- **Our customer service representatives** are committed to the best customer experience, available year-round to take phone calls and directly answer questions from families
- **Our in-house, state-of-the-art photographic lab team** ensures the highest quality in our photographic prints, products and yearbooks

X Courtney Lutz

Courtney Lutz, President and Owner of Visual Image Photography

7) Standard Agreement Requests - VIP agrees to provide all services and products listed in the corresponding proposal. To further ensure successful service, substantial event participation, and a sustainable partnership, Visual Image Photography requests that the School agrees to provide the following:

- a. **Access** to students
- b. **Access to photo location/s** prior to an event start time, with adequate space and access to electricity as required for the duration of photography events
- c. **Scheduling, data, and technical support**, such as photo date requests and any information (data, parent/guardian emails, sports rosters, etc.) required to provide photography/ID services, well in advance of corresponding dates and formatted properly as directed by VIP, as well as technical support to assist with Administrator Credentials for software installs, and if the School owns their own ID printer.
- d. **Parent/Guardian Emails and Communication assistance** with families/students regarding photography services, by providing parent/guardian email addresses to VIP, and by using provided informational text, links and digital flyers to post and share alerts and reminders in newsletters, using social media/email, on your website, etc.
- e. **Written (emailed) approval of any required proofs** (ie. class composites, banners, posters, etc.) within seven business days in order to meet any outlined or expected delivery deadlines

8) Additional Conditions and Policies:

- a. VIP offers a 100% money back guarantee (does not apply to our non-refundable digital download orders), a replacement print, or a photo retake if a customer is not completely satisfied with portraits or products.
- b. Customers (students, staff, family members. event attendees, etc.) will be under no obligation to purchase.
- c. All orders will be placed after photo day and will be delivered directly to the address provided by the customer, with a direct-delivery fee added when the order is placed of \$5.95 for shipping and handling added to all school portrait orders less than \$25.00
- d. All images stored indefinitely. For best pricing, families are encouraged to order fall school portraits before January 1st. School portrait package prices increase 10% rounded up to the nearest dollar at this time of year to encourage early participation, and to maximize the value of fall quantity prices and any spring portraits offered
- e. All images are property of Visual Image Photography, Inc., are copyright protected, and are solely for the use of sale by VIP, publishing yearbooks, or authorized promotional purposes with VIP's prior written consent. Permission is not granted to make copies for sale, or other distribution in any manner that circumvents the sale of these images by VIP. The School will inform VIP of any image use in relation to this policy.
- f. The School/Athletic Department agrees to provide photo credit to Visual Image Photography when images are used in authorized print and electronic mediums. Any images used on social media should be the web download size from the VIP Portal. Any group images, state finals, and sports team images will be watermarked with a VIP logo provided by VIP.

- g. VIP will be the exclusive provider of any contracted photography services not described as “optional” herein. The School/Athletic Department will inform VIP of any variation in relation to this, and under certain circumstances to be determined by VIP, VIP may provide written confirmation approving an exception.
- h. VIP will be the exclusive provider of any product using VIP image/s which VIP is able to produce (such as prints, plaques, banners, posters, etc.). When VIP cannot produce the product or under certain circumstances to be determined by VIP, VIP may provide the required limited image release form and may charge an image fee.
- i. A specific number of yearbook service trips (non-revenue generating events before or on photo day) has been calculated to meet the normal needs of the School/Athletic Department, and VIP can be flexible in accommodating varying School needs. Upon request or under appropriate circumstances, VIP does retain the right to charge for trips in excess of the number stated herein at an additional \$125.00 per photographer for the first hour from the scheduled start time and \$30.00 per each additional hour, based on time spent at the event. VIP will notify the School of its intention to exercise that right in advance.
- j. Additional administrative products may be requested at a preferred-customer price (ie. extra sticker prints/principal’s directories can be provided for \$25 per set/booklet, or \$15 per set/booklet when 5 or more are ordered)
- k. High School State Finals images are available to all partners of VIP upon request and are limited to what will be used for school display or in the yearbook publication and qualifying public relations outlets.
- l. Any prices specified are for the first year of the Agreement. VIP shall have the right to make minor adjustments to pricing in subsequent agreement years, by an amount not to exceed the increase in the “Consumer Price Index - Urban Wage Earners and Clerical Workers - Midwest Region - All Items” since the commencement date of this Agreement or the last applicable increase, and Portrait Package Price increases for any renewal term shall not exceed the following: Existing Price, Maximum Increase; Less than \$15, \$1.00; Greater than \$15 and less than \$30, \$2.00; \$30 and over, \$3.00. Once adjusted, prices for any renewal term shall then be fixed for the duration of such renewal. VIP will alert the school of these changes.
- m. If access to students becomes unavailable, or within a school year school picture gross sales do not reach a minimum of \$2500.00 gross profit, the school agrees that complimentary services/products such as portrait photography, yearbook photography service trips, ID cards, etc. may also become limited, and VIP may issue an invoice for services or products already provided
- n. To the School, commission equal to 10% of the gross profit of fall underclass and senior “yearbook only” session package and print product net sales, only to the extent the gross profit from the underclass portrait event exceeds \$2500.00. For the purposes of this agreement, the term “gross profit” shall mean net receipts from an event (as defined in the following sentence) less 30% of net receipts for average refunds and production costs. Net receipts shall refer to total receipts from any individual photography event less any sales taxes included in the price of items sold. Amounts are calculated 21 days after images are made available for purchase, and checks are delivered to the school within 90 days.
- o. VIP agrees that the School/Athletic Department shall have the right, at its sole expense, to have a third party auditor audit the records of VIP to determine that any amounts paid to the School/Athletic Department have been correctly calculated. Any such auditor shall be an independent third party reasonably acceptable to VIP. Such audit shall be conducted at the offices of VIP at a mutually acceptable date. VIP agrees to use its best efforts to accommodate the auditor’s convenience.

- p. The School / Athletic Department agrees to provide student data due two-three weeks prior to when IDs are needed / the first fall photo date, as follows: in either a Microsoft EXCEL compatible format or CSV file (pdf documents are not usable), with only one record per student/staff member, each piece of information in a separate column, and each column clearly labeled at the top of the sheet. All names need to be in their correct form regarding Capital and Lowercase letters (ie. Smith instead of SMITH). Parent/Guardian emails are required for the School to participate in VIP's Family Communication Plan. At least one of the following is required for verification purposes when families order online: parent/guardian email, phone number, street address, student ID #. Staff emails are required to receive complimentary digital downloads, and will only be used for this sole purpose. ID # number/bar code and grade are required to produce ID's. VIP will follow all Data and Email privacy policies herein.
- a. The School / Athletic Department agrees to provide a student data rosters due two-three weeks prior to the first fall photo date, as follows: in either a Microsoft EXCEL compatible format or CSV file (pdf documents are not usable), with only one record per student/staff member, each piece of information in a separate column, and each column clearly labeled at the top of the sheet. All names need to be in their correct form regarding Capital and Lowercase letters (ie. Smith instead of SMITH). Parent/Guardian emails are required to keep team galleries secure and for the School to participate in VIP's Family Communication Plan. Coach/Staff emails are also required for alerts to be sent when team images are posted, and will only be used for this sole purpose. VIP will follow all Data and Email privacy policies herein.
- q. To ensure student confidentiality, VIP shall comply with all applicable State and federal laws and regulations, including without limitation those regarding copyright, student records, and student confidentiality, including FERPA, the Illinois Student Records Act, and the Illinois Personnel Records Act. All personally identifiable information and data relating to School's/Athletic Department's students, parent-customers, and/or employees in conjunction with the VIP service and VIP materials shall at all times be treated as confidential by VIP and will not be copied, used or disclosed by VIP for any purpose except as authorized by this Agreement. VIP recognizes that personally identifiable information is protected against disclosure by federal and state statutes and regulations, including without limitation FERPA, the Illinois Student Records Act and VIP agree to comply with said restrictions. VIP shall indemnify and hold the School/Athletic Department harmless for any claims made against the School/Athletic Department for violation of this provision caused by VIP's negligence or willful misconduct.
- r. VIP ensures the security of data and images through password protection verification methods for both VIP employees and customers and by logging all image access. Under no circumstances will VIP display or share personal verification information used. Upon request, all online galleries, such as candid photos and club and group images posted for online view and purchase can also be password protected.
- s. Emails will at all times be treated as confidential by VIP and will not be shared with third parties, copied, used or disclosed for any purpose except as authorized. VIP treats emails as private data and emails are not shared with third parties. VIP only uses collected emails for identifying customers, responding to requests or inquiries to improve our service, and to communicate information relevant to the specific service provided and critical to the service's success. Customers are able to opt out of receiving any or all of communication from VIP by following the unsubscribe link/instructions provided in any email sent. Any school or association can make specific requests regarding email use.
- t. When subject identity can be determined VIP may obtain a model release from said subject to use in marketing materials such as but not limited to catalogs, fliers, and website design. Personal data such as name, school, email, etc. will never be used in the production of marketing materials

except in regards to referrals and/or testimonials which are used only with the expressed written consent of subject.

- u. All VIP credit card transactions are processed through our secure merchant service provider, a reliable, established payment gateway, and no credit card numbers are saved
- v. VIP, at its sole cost, shall conduct background investigations of all its employees, agents, or others who will interact in proximity to the School's/Athletic Department's students, and, in accordance with Section 10-21.9 of the Illinois School Code, shall provide results of each background investigation to the School/Athletic Department, and shall comply with all requirements of Section 10-21.9 as may be amended from time to time. VIP shall not allow anyone to work under this Agreement whose criminal background check reveals items that would prohibit them from working with children under Illinois law or reveals other criminal convictions or other conduct which lawfully may be considered and which call into question such individual's fitness to work with children. In the event the Contractor fails to comply with the provisions of this Section and 105 ILCS 5/10-21.9, and as a result a suit or claim is instituted by a student for harm caused by an Employee or agent of the Contractor, then the Contractor agrees to fully defend and indemnify, including the reimbursement of attorney's fees and costs, the School/Athletic Department against any such claims.
- w. VIP understands and agrees that failure to fulfill obligations herein/contained in the corresponding proposal shall relieve the School/Athletic Department of obligation to the services described
- x. The School/Athletic Department understands and agrees that failure to fulfill obligations herein/contained in the corresponding proposal shall relieve VIP of the obligation to the services described
- y. This agreement supersedes all previous agreements and obligations



VISUAL IMAGE PHOTOGRAPHY - LEMONT HIGH SCHOOL STUDENT PHOTOGRAPHY SERVICES COMMITMENT

April 8th, 2025
Lemont High School
800 Porter Street
Lemont, Illinois 60439
Phone: (630) 257.5838

Brian Hurley
Sales Representative
direct line: (262) 573.4838
email: bhurley@vipis.com

This document and any corresponding agreement pages sets forth an agreement between Lemont High School ("the School") and Visual Image Photography, Inc. ("VIP") regarding photography and related services to be provided by VIP to the School beginning July 1st, 2025 and ending June 30th, 2026, for an initial period of 1 year.

----- School Representative Sig.	----- Print	----- Position	----- Date
<i>Brian Hurley</i> VIP Representative Sig.	Brian Hurley Print	Sales Representative Position	April 8th, 2025 Date