



# Service Agreement

## Twin Spruce Jr High School

Lifetouch ID: 74670

Account Representative Email: mlowe@lifetouch.com

School Year(s): 2022-2023

Agreement Length: 1

### Account Information

Twin Spruce Jr High School  
100 East 7th Street  
Gillette, WY 82716-4319

Main Phone: 307-682-3144  
Enrollment: 700  
Grades: 7 - 8

### Summary of Programs Provided

- |  |   |  |  |
|--|---|--|--|
| <input checked="" type="checkbox"/> Fall Individuals | <input type="checkbox"/> Yearbook         | <input checked="" type="checkbox"/> Groups | <input type="checkbox"/> Commencements |
| <input 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) | 09/14/2022 | 09/14/2022 | 6:00 AM    | 7:00 AM    | 3:00 PM  |              |                |
| Group - Staff (Classroom Groups)              | 09/14/2022 | 09/14/2022 |            |            |          |              |                |
| Fall Individual - Retake (Fall Individuals)   | 10/19/2022 | 10/19/2022 | 6:45 AM    | 8:00 AM    | 2:00 PM  |              |                |

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

### Account Services

- Yearbook - Media CD/DMD
- Storefront
- Lifetouch Portal

Storefront Contact:

Lifetouch Portal Contact: Tammy Leegaard

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

### Other Services

8x10 Group (Service)  
Blank ID Laminated Horizontal/Vertical - No Punch  
Photo Labels  
Montage Poster  
Photo Directory  
Blank ID Laminated Vertical - Punched

### Additional Details

| Description     | Incentive Details  |
|-----------------|--|
| Fall Individual | 10% Commission paid on net sales calculated 45 days after original Picture Day(s).<br>10% of sales less sales tax through original picture day |
| Group           | Staff Only - Free Groups to staff as well  |

### Contact information


| Contact Name | Title         | Phone        | Email                  |
|--------------|---------------|--------------|------------------------|
| Tammy Shaner | Administrator | 307-682-3144 | tshaner@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:  
  
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3/17/2022

Mollie Lowe

Account Manager

Tammy Shaner

Administrator