



AGREEMENT TO PROVIDE SCHOOL PHOTOGRAPHY SERVICES AND PRODUCTS

This Agreement is made between Legacy Studios and Broken Arrow Public Schools

1. Engagement

School hereby engages and appoints Legacy as its exclusive yearbook and portrait photographer for the _____ school year(s). Upon its execution of this Agreement, Legacy accepts such appointment and agrees to provide services and products outlined below.

2. Legacy Exclusive Industry Advantages

- Industry leading turn-around time on photo packages.
- Legacy’s Family Plan – Within the entire school district, after the first two siblings are paid at full price, any additional siblings are free of charge for the same package.
- Administrator or representative will work with Legacy to schedule all dates.

3. Additional Services Provided by Legacy

- Order Flyers for the fall portraits will be provided to the school over the summer so they can be included in summer mailings or distributed upon the student’s return. We will also provide a PDF version with a pre-pay link that can be emailed to parents in advance of photo day.
- Packages will be sorted to specifications submitted by School (Teacher, Homeroom, Class of Alpha) with cover sheets showing names and packages ordered.
- Class lists, information and pictures are confidential and are not used by Legacy for any other purpose. All student information received is encrypted for a higher level of data security.
- Parents’ questions are referred to our customer service 1-800 number listed in their packages. Our customer service will have instant access to images when parents call.

4. Additional Products & Value Provided by Legacy

- Download link with all images sorted to fit your administration software specifications.
- Photographed/Not Photographed reports provided after photo day.

5. Additions

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

Underclass Portrait Dates

Underclass Portrait Retake Dates

School Representative

Legacy Studios Representative

Name: Steve Allen Date: 5.9.2022

Name: Barry Schauffler Date: 4-21-2022

Title: Box President

Title: Territory Manager

