



Heritage Album Program
Specifics & Requirements

450 Dearmanville Rd, Anniston, AL 36207
1-888-462-7898

Organization (exact name to appear on Album) Polk County Sheriff's Office

Mailing Address 1891 Jim Keene Blvd. City Winter Haven St FL Zip 33880

Physical Address City St Zip

HERITAGE

ORGANIZATION

Heritage will provide 36 days of photography at no cost to Sponsor. The amount of days are based upon @2000 total members to be photographed and are subject to change based upon actual membership totals and whether or not participation in photo sessions are required of members. Sponsor understands no additional make-up photography days will be provided.

Sponsor agrees to submit an Excel type spreadsheet of all members containing name, rank/title and/or division.

Sponsor agrees to submit a high resolution digital organization patch/logo to be used in Album design and other photo related products. If a digital version is not available an actual patch/logo can be mailed to Heritage for scanning at no cost to sponsor.

Will members be required to be photographed?

() Strongly Advised (X) Mandatory

If strongly advised Heritage reserves the right to shorten the amount of days scheduled before or during the photo sessions based upon member participation in the sessions.

Sponsor agrees to schedule members internally to minimize any potential waiting during photo sessions. Heritage will provide an Excel spreadsheet to assist sponsor in this endeavor.

Sponsor agrees to provide adequate space to photograph members. Minimum required space is 20' x 20' with minimum 8' ceiling, climate controlled, with table and chairs.

Heritage will create ONE Free Organizational Promo/Cover Image.

Heritage will provide to Sponsor free of charge, a copyright released digital image of all photographed member's Heritage Album Pose, Organization Promo/Cover Image and any additional candid, groups, or team photos that are captured during the photo sessions. These images can be used for any organizational business but can not be distributed freely to members for their personal use.

Heritage will mail any photo package orders directly to the address supplied by the member who purchased a photo package. Heritage will not make public any personal information gathered on members during the project. Heritage Albums will not be sold to the general public nor any personal member photos used on Heritage's promotional items without first receiving approval from the member.

PROMOTION OF THE EVENT

Heritage will furnish flyers, posters, email templates and links to online informational items to help sponsor promote the event to members. Sponsor agrees to promote the event by placing posters, distributing flyers and sending any promotional email templates to members.

HERITAGE ALBUM SPECIFICS—Please indicate the desired book style below (see notes at end of document for explanation of different styles)

Table with 3 columns: Standard Heritage Album-Hard Copy, Upgraded Heritage Album-Hard Copy, Premium Heritage Album-Hard Copy. Each column lists specifications like cover type, page count, and pricing.

DIGITAL ALBUM

Heritage will produce a digital version of your Album. Digital Version Albums will be made available in some of our photo packages and/or as an add on for members who purchase a hardcopy book. Digital Albums are fully downloadable to a computer and will be an exact replica of your Hard Copy Album with the exception that the Digital Album will include embedded links to any department supplied videos. There are no limitations on the amount of videos department wants to submit.

No refunds of book sales will be made to individual members once orders have been placed. Hard Copy Album pricing is subject to increase after the initial print runs are made. After the initial print run is bulk shipped to the department, members will incur additional shipping & handling charges to have a hard copy book shipped to them and possible further price increase for short run printing.

ADDITIONAL HERITAGE ALBUM SPECIFICS

ADDITIONAL MISCELLANEOUS PAGES—If sponsor wishes to receive additional miscellaneous pages these can be purchased in blocks of 26 pages at \$5 per book. This additional cost can be added to the cost of books charged to members ONLY if Heritage is made aware before promotional materials have been prepared and photo session start dates, otherwise sponsor would agree to cover any additional cost for additional miscellaneous pages.

Check one: () No extra needed 1 extra block () ___ extra blocks. Add to pricing: # extra blocks ___ x \$5 = \$ _____ per Album

MEMBERS MISSING PHOTO SESSIONS—Heritage will photoshop matching backgrounds on sponsor submitted missing members at no charge up to a total of 5% of the total members in agency. Additional submitted missing members could result in a \$10 charge per image for background replacement. If sponsor elects not to use Heritage for background replacement, Heritage will provide a digital background for sponsor to use in background replacement or these missing member images can be included in a special section for members missing photo sessions in an effort to maintain uniformity on the member photo sections.

CONTENT & PHOTO SUBMISSIONS—All content must be digitally submitted. Total amount of books sold will determine how many miscellaneous photos can be submitted for your Heritage Album. Less than 100 books sold = 300 photos maximum, more than 100 books sold = 600 maximum. Please make sure there are no duplicate photos.

REDESIGN—If sponsor gives no direction on the design of the Album and requires a total redesign of the Album at any point, a redesign fee of up to \$700 could be charged for a total redesign.

CONTENT SUBMISSION DEADLINES— Sponsor agrees to submit all miscellaneous content to complete Album within 90 days after photo sessions completion so as not to delay completion and delivery of the completed Album to members. If all miscellaneous content is not submitted within one year after photo sessions completion, sponsor accepts responsibility for Album cost should there be need of refunds to members.

ALBUM PROOFS & APPROVAL—Heritage will provide online PDF proof books (minimum 2 rounds) to approve throughout the design process and make any changes necessary before printing. Upon making final corrections/changes a final hard copy proof will be provided to the organization for final approval before printing. After signing off and approval of the final hard copy proof, no changes can be made and sponsor accepts responsibility for the correctness of the finished printed Album.

No agreement verbal or otherwise will be recognized except those contain herein unless stated below.

AMENDMENTS

Heritage agrees to waive the 100 minimum book sales requirements on the premium album if the sponsor chooses to offer the premium album to it's members

**Heritage offering special reduced pricing on books due to size of agency. Those reduced prices are listed above.

Heritage agrees to provide an extra block of 26 miscellaneous pages at no additional charge bringing allowed miscellaneous page total to 126 pages

Your Heritage Rep is: *Rusty Rice* 1-888-462-7898 office, 404-309-5160 cell, Rusty@HeritagePortraitsAlbums.com DATE 1/26/21

CHOOSING YOUR BOOK STYLE— You're given the choice of 3 different book styles to choose from. Standard Heritage Album, Upgraded Heritage Album and Premium Heritage Album. Pricing on each is outlined on 1st page of this document. Below we've explained the differences in each style to help you determine what you may want for your agency's Heritage Album.

UPGRADED STANDARD



There is very little difference in the Standard and Upgraded versions. Both come with full color printed laminated covers, up to 100 pages of miscellaneous content, full color Smyth sewn pages, full color printing is available on both front and back of the Album. The only difference would be the actual size of the printed book. Standard version is 8 1/2" x 11" and Upgraded version is 9" x 12". There are **NO MINIMUM SALES REQUIREMENTS FOR EITHER VERSION.**

FYI—90% of departments will choose either the Standard or Upgraded version because they are more modern looking, colorful and so much more can be done on both the front and back of your cover to be specifically tailored for your agency.

PREMIUM VERSION

Some departments still prefer the old traditional type cover. This style book comes with a stamped foil front and spine on a leatherette type material of the color of your choice. No stamping on the back covers. This style book **REQUIRES A MINIMUM PURCHASE GUARANTEE OF 100 BOOKS SOLD.**

This version is printed in 9" x 12", comes with up to 100 pages of miscellaneous content and full color Smyth sewn pages.



IT'S YOUR CHOICE

Standard....

Upgraded....Premium?