

September, 2011

Dear Friends:

We, the members of the senior class, would like to continue the long-standing Friends Select School tradition of providing a copy of the **RECORD** yearbook to every student in the school, at no cost to them. In order to do this, we must find ways to raise the money to pay for the yearbook. In the past, classes have raised most of the money by selling advertisements and/or congratulatory messages.

The graduating class of 2012 would greatly appreciate your contributions, and we ask you, as friends of the school, to support us by purchasing advertisements or expressions of good wishes to individuals or to our class. This is a wonderful way to congratulate a senior upon his or her graduation. Be as creative as you like; photos, graphics, headlines, or copies can all be used in the space you designate. We promise photographs will be returned as soon as we scan them.

We need your help. Two copies of the ad contract are attached with the prices on them. The actual sizes of the ads are shown on the back of this letter. Please return one copy of the contract with your check as soon as possible, made out to "Friends Select School." Because we must have an exact count of pages that will be in our year book, we cannot sell ads after December. However, the content of the ad must be submitted by January 9, 2012, as stated on the contract. We need to know what funds are available as soon as possible, so the size and content of the book can be planned. **If the ad copy is not received by January 9th we cannot guarantee its inclusion in the yearbook.**

Thank you very much for your consideration and support.

Sincerely,

The Class of 2012 and the Yearbook Staff

DATE _____

_____ hereby authorizes the insertion of an
(Name of Firm or Individual)
advertisement/congratulatory message to occupy _____ in
(Size of advertisement/message)

THE RECORD - FRIENDS SELECT SCHOOL

for which it is agreed the sum of _____ dollars will be paid.

Payment is due with this contract. Copy must be submitted no later than **January 9, 2012**. The failure of the advertiser to furnish copy by the given date shall give the publisher the right to insert any other advertising copy devised by the yearbook staff.

If possible, please attach copy to this contract.

There are no agreements other than those written on the face of this contract.

[Please read this contract carefully before signing]

Signed: _____
Address: _____

By: _____
(Student Solicitor)

[One copy of this contract should be retained by the purchaser]

NOTE: Full page - \$235
1/2 page - \$140
1/4 page - \$80
1/8 page - \$55