

# INSTRUCTIONS AND INFORMATION

**YOU DO NOT NEED TO COMPLETE THIS FORM IF YOU HAVE ORDERED ONLINE. THIS FORM REPLACES THE ONLINE FORM AND IS FOR MAIL ORDERS ONLY.**

## **Instructions:**

- 1) If ordering books for multiple children:
  - a. Fill out a new Order Form for each child
  - b. Write the child's name on the back of each photo submitted
  
- 2) Mail Order Forms, Photos, and Payment to:  
**Yourpicturebook.com**  
**Attn: Order Processing**  
**12216 Ark Rd**  
**Frisco, TX 75035**
  
- 3) Your photo will be mailed back to you separate from your book order. We will ask for you mailing address below. If you would like the photo to be returned to an address other than the mailing address, please write the address on the back of the photo, along with the child's name.

## **Photo Submission Guidelines:**

### **\*\* IMPORTANT INSTRUCTIONS FOR SELECTING YOUR DIGITAL PHOTO FOR UPLOADING \*\***

**It is ok for the photo you select to have multiple people in it. There is an area on the order form for you to describe the child in the photo to be used.**

*We want your child's photo to look great in your book, but we need your help. When selecting an image for uploading, please make sure:*

- ✓ Child's facial expression pleases you and reflects your child's personality.
- ✓ Child is visible from head to toe.
- ✓ Image is high quality. If you are taking the photo, set your digital camera to the highest quality setting it will allow.
- ✓ Nothing is blocking any part of the child.
  - Especially look for a hand on the child's shoulder. If someone has their arm around him/her, this often gets missed.
- ✓ If you are scanning a photo to upload, select a clear, sharp original photo.
  - The child's head should be no smaller than a quarter coin in the original photo and scanned at no less than 300 dpi (Do not scan Polaroid pictures).

**Book Pricing:**

- 1) Make Check or Money Order payable to *Yourpicturebook.com*
- 2) Books are hardback and available in two sizes
  - Standard 6 ¼ x 8 ½ : \$29.95
  - Oversized 8 ½ x 11 ⅛: 34.95

**Sales Tax:**

Sales tax is applied to orders originating in Texas

**Shipping and Handling Pricing:**

Orders are shipped via U.S. Postal Service. Standard Deliver is 3 to 5 Days.

**NOTE: Shipping time is in addition to 2 – 3 weeks production time.**

- 1) 1 Book: \$4.95
- 2) Additional Books to the Same Address: \$1.00 each

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BOOK	UNIT PRICE	QTY	LINE TOTAL UNIT PRICE X QTY
<b><u>Can Count</u></b> Standard Size 6 ¼ x 8 ½	\$29.95		
<b><u>Can Count</u></b> Oversize 8 ½ x 11 ⅛	\$34.95		
<b><u>Moon Dirt Milkshake</u></b> Standard Size 6 ¼ x 8 ½	\$29.95		
<b><u>Moon Dirt Milkshake</u></b> Oversize 8 ½ x 11 ⅛	\$34.95		
<b>BOOK SUBTOTAL</b>			
<b>SHIPPING (\$4.95 FOR 1 BOOK + \$1 FOR EACH ADDITIONAL BOOK)</b>			
<b>TOTAL BOOK + SHIPPING</b>			
<b>SALES TAX: APPLIES TO BOOK + SHIPPING (8.25% IF SHIPPING TO TEXAS, OTHERWISE \$0)</b>			
<b>TOTAL</b>			

## BOOK INFORMATION

1) **Child's First Name** – This is the name that will appear in the book:

: \_\_\_\_\_

2) **Child's Gender** (Circle M or F):            **M**     **F**

3) **Dedication** – This will appear in the book after the inside cover (limit 26 Character per line)

Ex: For Emily, with all our love on your 4<sup>th</sup> birthday. ~ Nana and Papa

Line 1: \_\_\_\_\_

Line 2: \_\_\_\_\_

Line 3: \_\_\_\_\_

Line 4: \_\_\_\_\_

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5) **Important:** If there is more than one child in the photo you are submitting, please describe the child in the photo that you would like used in the book(s).

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6) **Mailing Address:** Please note we cannot deliver to PO Boxes

Street: \_\_\_\_\_

Apt #: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

7) **Please provide an email address or daytime phone number we may use to communicate with you: \***

**E-mail:** \_\_\_\_\_

**Daytime Phone Number:** \_\_\_\_\_

*\* Thank you for your order! Please be aware that we value your privacy. Visit us at [YourPictureBook.com](http://YourPictureBook.com) to review our comprehensive privacy policy.*