

Directory Order Form (Side A)

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR DESIGN MATERIALS

Church _____ Contract # _____

Address _____

City & State _____ Zip _____

Phone (_____) _____ Tax Exempt (Attach Certificate Copy) _____

Church Fax (_____) _____ Church E-Mail _____

Directory Submission Method: Total Design EZ-Design Traditional Custom Digital

Your Directory Cover

Design Theme - Refer to design book for choices

3C DCE DCS HC HF CR LO LG LP LY B APY GC WC CG
 CSG PP-1 ND D 4W OC WWC FH EM C PP-2 F LH FP NONE

Custom Cover† You provide your own original artwork or photo.

Background Fill Color: Blue Green Red Black Burgundy No Color (white)

Foil-Stamped Leatherette Cover \$100 Olan Mills Dollars Required

Foil Color: Gold Silver

Leatherette Color: Red Blue Maroon Green

Your Directory Pages

Staff Page Options:† Oval Pictures Rectangular Pictures Drop Shadows: Yes No No Staff Page

Family Page Options:† Pictures Borders: Square Corners Round Corners

Caption Options: Family Names Only Family Names with Phone Numbers

Not Available Page: 2 Free "Not Availables" per 25 families photographed. Additional photos \$5.00 each.

Maximum 12 per page. **Total Number Submitted** _____

COPYRIGHT RELEASE REQUIRED for all Professional Photographs/Images except Olan Mills Portraits.

Roster Pages: Email: rosters@olanmills.com Digital File (name of program) _____

Typed by Olan Mills Scan-ready type provided No Roster

Total Number of Typed or Scan-Ready Pages Submitted _____

Publishing Options

Directory Size Options: 8x10 6x9 (Available with coil binding only) 8x8

Book Binding Options: Soft Cover (Perfect Bind) Spiral Coil* (Black Coil Soft Cover)
 Hardcover (Minimum 200 families or more photographed, or at extra charge. Additional 2 weeks delivery time.)
 Other _____

Type Style Options:† Mark "H" for Headings or Title text and Mark "C" for Captions or Story text

- | | | |
|---|---|---|
| <input type="checkbox"/> 1. Arial Narrow | <input type="checkbox"/> 6. Franklin Gothic | <input type="checkbox"/> 11. <i>Rage Italic</i> |
| <input type="checkbox"/> 2. <i>Bernhard Tango</i> | <input type="checkbox"/> 7. <i>Michelangelo</i> | <input type="checkbox"/> 12. <i>Tiger Rag</i> |
| <input type="checkbox"/> 3. Bookman Old Style | <input type="checkbox"/> 8. <i>Monotype Corsiva</i> | <input type="checkbox"/> 13. Trixie |
| <input type="checkbox"/> 4. FELIX TITLING | <input type="checkbox"/> 9. <i>Monterey BT</i> | <input type="checkbox"/> 14. <i>Siraldi</i> |
| <input type="checkbox"/> 5. Footlight Light MT | <input type="checkbox"/> 10. Papyrus | |

**olan mills**
Church Partnership

†not required for EZ-Design

Q1501 ©Olan Mills, Inc. 2009 Rev 0809 * Automatic for directories with 48 or fewer families photographed

www.olanmillsdirectories.com

Directory Order Form (Side B)

Total Number of Families Photographed _____ Total Number of Olan Mills Dollars Earned _____
(Sittings X \$2 Olan Mills Dollars)

HOW TO SPEND YOUR OLAN MILLS DOLLARS

Olan Mills Dollars must be used **AT THIS TIME**. Please make your selections in the section below.

ITEM	Ordered Qty.	Use of Olan Mills Dollars	PRICE	TOTAL PRICE
Color Pages - Purchase Price			\$80	
B&W Pages - Purchase Price			\$60	
40 Extra Softbound Directories*			\$160	
1 Softbound Directory*			\$5	
30 Extra Hardbound Directories*			\$240	
1 Hardbound Directory*			\$10	
New Member Pages (4) 12 entries per page			\$25	
Foil Stamp - on Soft or Hardback Cover Only			\$100	
Leatherette with Foil Stamped Cover			\$100	
Additional Photos for Not Available Page(s)			\$5	
Mosaic (24x30) - Standard or Custom (Circle One) †			\$200	
Mosaic (16x20) - Standard or Custom (Circle One) †			\$150	
Brochures (500) †			\$120	
Brochures (1000) †			\$200	
Postcards (500) - separate photo required †			\$60	
Postcards (1000) - separate photo required †			\$100	
Outreach Cards (500) †			\$180	
Outreach Cards (1000) †			\$250	
Bible Directories			\$4	
Remaining Olan Mills Dollars	<input type="text"/>	Total OM Dollars Used	<input type="text"/>	Total Charges
				<input type="text"/>
† Please submit all product order forms with your directory materials. Order forms can be found in the products catalog.				Tax % _____ or Exempt _____ +
				Total Amount Due
				Less 10 % (if paid in full - NOW)
				Total Amount Paid NOW
				DUE:

YOUR CHURCH DIRECTORY WILL BE AVAILABLE ONLINE, AT NO CHARGE! INFORMATION WILL BE SENT WITH THE PROOF BOOK. BE SURE TO COMPLETE INFORMATION AND RETURN THE PROOF BOOK.

CHARGES: Any required payments should be sent to Olan Mills along with your approved Proof Book once you have received and reviewed it. A 50% deposit is required. If you wish to pay in full, you may deduct 10% from the balance due. **NOTE: The original layout design cannot be changed after the Proof Book is mailed to the church.**

Information Submitted By: _____

Coordinator Signature

Date _____

Telephone # _____

Email _____