

# FINAL SUBMISSION FORM

The information you provide on this form constitutes the final changes to your order specifications and will serve as the approval to print your yearbook.

## Last Steps... (Check off as you complete each step)

- ☐ Make final revisions in the software then click Finalize & Submit. *Please do not submit this form prior to completing this step.*
  - **See page 2 of this form for a complete Correction Guide.**
  - *Strawbridge Studios is not responsible for errors found after printing.*
- ☐ If you have cover changes that need to be made, contact your Yearbook Representative or Yearbook Support **prior** to submitting this form.
  - *If you have previously approved your cover, then made changes in the yearbook software, your changes will not be applied unless you notify ybsupport@strawbridge.net.*
- ☐ Check online orders and include them in the Final Book Quantity below.
  - *If your online sale is still active, please plan accordingly.*
- ☐ If you are offering personalization, we will pull the data from online sales for you. If any additional personalizations are needed, you must submit them along with this form.
  - *No personalized orders will be accepted after the return of the Final Submission Form.*

**DO NOT SUBMIT UNTIL THE BOOK IS READY TO PRINT.**

**Final Book Quantity** \_\_\_\_\_ (Include Online Orders)

- *Strawbridge Studios is unable to buy back unsold books. Please contact your Yearbook Representative if you are unable to purchase your contracted amount.*
- *Please indicate quantities for each binding type (if applicable).*

What is the last day of school? \_\_\_\_\_

Where should the books be shipped? School ☐ Other ☐

School/Business Name: \_\_\_\_\_

Attn: \_\_\_\_\_

Street (No P.O. Box): \_\_\_\_\_

City, St Zip: \_\_\_\_\_

### Submit Form

- *Send a digital copy of this form to your Yearbook Representative **and** [ybsupport@strawbridge.net](mailto:ybsupport@strawbridge.net).*

By signing this sheet, I acknowledge that the number of copies and pages are accurate and agree to honor any price changes.

Yearbook Advisor  
Signature

Principal / Assistant Principal / Secretary  
Signature

Printed Name

Printed Name

**HAVE QUESTIONS OR NEED HELP?** Please email [ybsupport@strawbridge.net](mailto:ybsupport@strawbridge.net) or call 800-889-6092.

# Proof Correction Guide

Using the steps below in the proofing and correcting stage will provide the lab with a print ready final product, reducing the risk of errors and delayed distribution.

## 1. PROOF THOROUGHLY

Start on the first page and methodically work through the book one page at a time. Go through the book multiple times, concentrating on one of the following each time.

### A. Spelling, capitalization, and punctuation.

### B. Class Pages

- All classes and students have been placed.
- Students are in the correct classes.
- Student names are correct.
- There are no duplicate student portraits.
- Teacher names are spelled the same in the page header text as well as the portrait text.

### C. Candid Pages

- Images are high quality resolution.
- Images are oriented, placed, and cropped as intended.
- Images in collages extend off the edge of the page. (If no blank edge is desired, images should extend past the designated bleed area.)

### D. Review Consistency

- Headers and captions are consistent in placement, alignment, font, font size and color.
- Image borders are used consistently on collage pages.
- Student pictures are consistent in size.
- Portrait panels are placed at consistent horizontal and vertical locations.

## 2. PROOF THE PROOFER

Use more than one person to go over the proof. Have teachers verify that all student portraits are displayed.

## 3. MAKE CORRECTIONS IN THE SOFTWARE

Simply log in to Captura Yearbooks and click *Go To Book*.

## 4. DOWNLOAD A DIGITAL PDF FOR ONE LAST REVIEW

Click *Preview* in Captura Yearbooks, then select *Preview PDF*.

### HAVE QUESTIONS OR NEED HELP?

Please email [ybsupport@strawbridge.net](mailto:ybsupport@strawbridge.net)  
or call 800-889-6092.