



## REED PORTRAIT GROUP

Grey Oaks Commons  
7821 N. Oak Trafficway  
Kansas City, MO 64118

PHONE (816) 436-5550  
FAX (816) 436-5576  
E-MAIL [mail@reedportraitgroup.com](mailto:mail@reedportraitgroup.com)

May 13, 2022

TO: Platte County School District

Attached please find a list of services, products, and prices that Reed Portrait Group expressly promises to perform and complete for the 2022-2023 school year.

A handwritten signature in black ink that reads 'James Reed'. The signature is written in a cursive, flowing style.

James Reed  
OWNER

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REED PORTRAIT GROUP

SERVICES

- For the past several years we have provided four (4) photographers and a minimum of four (4) clerks to each building to ensure a smooth and efficient picture day process. Collection of money and accounting will be handled by Reed Portrait Group.
- All deliveries will be made by a member of the Reed Portrait Group staff.
- If they desire, we will photograph all students, faculty, and district office staff members.
- Copies of the picture package flyers will be delivered to your building prior to picture day.
- Order forms will be counted and separated by classroom by Reed Portrait Group staff.
- Portrait packages will be organized by name, grade, and classroom.
- In late January, new students will be photographed for inclusion in the yearbook and classroom composite.
- All services and products are unconditionally guaranteed, and full refunds shall be made for any reason.
- All questions regarding photography will be handled directly by Reed Portrait Group.
- We will defer to the administration's policy regarding retakes. However, our policy is always to try to please students and their parents, so we normally photograph retakes on request at no charge.
- All sales taxes, shipping expenses and other costs are the responsibility of Reed Portrait Group.

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COMPLIMENTARY SERVICES

We will provide the following at no charge:

- Custom bar-coded ID cards for students.
- Digital CD for yearbook.
- On-line yearbook development and design services, if requested.
- Image CD for uploading of student photos into PowerSchool student information system.
- Color staff group picture.
- Complimentary individual staff package with additional wallet size portraits to share. At this time Reed Portrait Group is unable to provide secure I.D. Cards for faculty and staff.
- One small picture in color with adhesive back for all students for student records.
- Elementary teachers will be provided with a complimentary copy of their classroom group.
- Composite poster of all staff and students photographed.
- Delivery of packages in window display envelopes with student's name, grade and/or teacher's name.
- Customized flyers and notices with the school's name and date pictures are to be taken.
- School composite portrait, banners, and posters.
- All yearbooks for each school will be printed in full color.

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OTHER SPECIFICATIONS

Additional specifications regarding Reed Portrait Group picture services:

- Parents have the option to pay online, over the phone, in person, or send their payment to their school for pick-up by a Reed Portrait Group staff member in an appropriate amount of time.
- Reed Portrait Group will work directly with each school for up-to-date student information prior to picture day.
- Reorders of photos taken by Reed Portrait Group are guaranteed to be available through our studio for up to two (2) years after the original picture day.
- Reed Portrait Group does not charge additional set-up fees for picture day.
- Commissions to Buildings
  1. Great Beginnings North- Preschool - \$100
  2. Great Beginnings South- Preschool - \$100
  3. Compass Elementary School - K-5<sup>th</sup> - \$620
  4. Pathfinder Elementary School - K-4<sup>th</sup> - \$600
  5. Siegrist Elementary School - K-5<sup>th</sup> - \$620
  6. Barry Middle School - 5<sup>th</sup>-8<sup>th</sup> - \$500
  7. Platte City Middle School - 6<sup>th</sup>-8<sup>th</sup> - \$700
  8. Platte County High School - 9<sup>th</sup>-12<sup>th</sup> - \$1400
  9. Northland Career Center (NCC)- 11<sup>th</sup>-12<sup>th</sup> - \$500

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PRICE SHEETS

UNDERCLASS PORTRAIT PACKAGES

Package A	2-8x10s 3-5x7s 2-3½ x 5s 10-2 x 3 wallets 24-1¼ x 2½ exchanges	\$35.00
Package B	One-8x10 3-5x7s 4-3½ x5s 14-2 x 3 wallets	\$31.00
Package C	One-8x10 One-5x7 4-3½ x 5s 5-2 x 3 wallets 16-1¼ x 2½ exchanges	\$28.00
Package D	2-5x7s 4-3½ x 5s 10-2 x 3 wallets	\$23.00
Package E	One-5x7 5-2 x 3 wallets 16-1¼ x 2½ exchanges	\$16.00
Package F	2-3½ x 5s 8-1¼ x 2½ exchanges	\$9.00
Package H	Retouching-softens blemishes (does not correct hair, scars, moles, fever blisters, sunburn, or teeth)	\$12.00
<i>*sales tax included in all prices</i>		

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## REED PORTRAIT GROUP

### PHOTOGRAPHY PROCEDURES

#### FALL PHOTOGRAPHY:

- Two weeks prior to picture day, Reed Portrait Group will request data of every student enrolled at the school.
- RPG will deliver order forms to be sent home prior to picture day.
- RPG will print cards from the data provided for each student enrolled.
- Prior to picture day, an office member at RPG will call to confirm start times with the school. Start times are preferably in the morning before class starts to allow time for staff to be photographed if they wish. RPG is equipped and willing to photograph every student and staff member present on picture day, retake day, and new student day.
- On picture day, RPG photographers and clerks will arrive 45 minutes -1 hour prior to the start time provided to set up equipment.
- Before leaving the school, RPG will check with the staff to make sure all students and staff have been photographed.
- RPG will process the orders placed at the time of picture day and will deliver the first orders to the school. Subsequently, any orders turned in after picture day can be placed directly with our studio or a member of RPG staff will pick up late orders turned into the school.
- Two weeks after picture day, RPG will provide schools with an ADMIN CD that contains data and pictures for all staff and students photographed on the original picture day.
- Per schools request, RPG will schedule a retake picture day about a month after the original picture day. An updated ADMIN CD will be sent to the school.
- In January, RPG will schedule a picture day specifically for new students to the school.
- RPG maintains a staff of clerks who travel with our photographers that enable us to do our work with a minimum of inconvenience to school staff.
- Jim Reed meets individually with each school to ensure that we follow the school's desired procedure for picture day.

This contract is effective July 1, 2022 and thereafter, unless otherwise amended. All terms and conditions contained in the contract shall will be in full force and in effect.

Platte County School District

Reed Portrait Group

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_