

ARK-LA-TEX COLOR LAB		Classroom Group Worksheet
School Number	School Name	Order Number

How To Deliver <input type="checkbox"/> Insert in Packs If checked, you must supply individual order number. <input type="checkbox"/> Individual Packaging <input type="checkbox"/> Ship to Photographer <input type="checkbox"/> Ship to School If checked, you must supply school address: otherwise order will be shipped to studio.	School Address <hr/> <hr/> <hr/> <hr/> Principal's Album <input type="checkbox"/> No Quantity _____ <input type="checkbox"/> Yes	Size <input type="checkbox"/> 5x7 <input type="checkbox"/> 6x8 <input type="checkbox"/> 8x10 Use Names <input type="checkbox"/> No <input type="checkbox"/> Yes File Sent <input type="checkbox"/> No <input type="checkbox"/> Yes Titling/Overlay <input type="checkbox"/> Titling <input type="checkbox"/> Video Overlay Border Color <input type="checkbox"/> _____
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Titling Information for Groups
 The blocks below correspond to the left, center and right sections on the photograph where the titling information will be displayed. For each block, check "Common" or "Specific" or leave blank if not needed.

Common Titling
 Common Titling is the information that will appear identically on all groups, such as school name, principal name, year, etc. Check the "Common" box and write in the desired information.

Specific Titling
 Specific Titling is the information that will vary on each photograph such as teacher name and grade. Check the "Specific" box and write in a designation for the type of information that is to be printed. This designation must match the enclosed runsheet or other source included with the order.

Please print legibly in ink to ensure that your order is completed correctly.

<input type="checkbox"/> Common <input type="checkbox"/> Specific	<input type="checkbox"/> Common <input type="checkbox"/> Specific	<input type="checkbox"/> Common <input type="checkbox"/> Specific
<input type="checkbox"/> Common <input type="checkbox"/> Specific	<input type="checkbox"/> Common <input type="checkbox"/> Specific	<input type="checkbox"/> Common <input type="checkbox"/> Specific
	<input type="checkbox"/> Common <input type="checkbox"/> Specific	

**NOTE: Length of line can only be up to 40 characters.
 Any specific information will be taken from your runsheets (SP-2) or your titled group fname list (UC-5).*

Special Instructions	
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