



## YEARBOOK SUBMISSION INFORMATION

### Final Deadlines

If you need to work past the submission date on your agreement or on the Pictavo clock, you can! Just contact us at 888-680-0143 to reschedule the submission and delivery dates.

### Deposits & Final Payment

A 50% deposit is due upon submission of your book. We will send you an invoice for this deposit once your book is submitted. Remember that you can alter the number of books or the number of pages from the original contracted amount up until your submission date without penalty. Just contact us for the adjusted price of your books.

### Technical Support

To better serve you throughout yearbook season, our Technical Support Team will be working Saturdays from 11:00 a.m. to 3:00 p.m. ET and extended weekday hours from 8:00 a.m. to 8:00 p.m. ET. Our technicians are available to assist you with all your Pictavo questions.

Be sure to also refer to Pictavo's Help Menu for detailed information about all of Pictavo's functions.