**Yearbook Order Form**

**Get your 20??-20?? Yearbook for $\_\_\_\_\_\_\_\_\_\_**

**There are two ways to order:**

**Option 1: Order online at: www.commpe.pictavo.com**

**Step 1:** Find your school through a state and city search.

**Step 2**: Click “Let’s Go”.

**Step 3:** Enter the shopping area by clicking “Shop my School”.

**Step 4**: Click on “Add to Cart” under the Yearbook product.

**Step 5:** Enter the information for the child you are purchasing the yearbook for and hit “Next.”

**Step 6:** In the cart window, select “I Agree with the Pictavo Terms of Sale” and hit “Checkout”.

**Step 7:** Create or Log in with your account information. **NOTE:** You may checkout as a Guest or Create an Account. If you plan to come back to the site to design and purchase a Personal Ad, you will want to Create an Account.

**New accounts** will be asked to verify the school again and then verify their account information before returning to the shopping cart to complete the purchase.

You will receive an online Order Summary to save or print for your records.

Your credit card statement will reflect a transaction from Pictavo.

If you need assistance with your online order, please call Tech Support at 1-800-887-0414

**Option 2: Pay with cash or check. Payment due by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Step 1:** Remove the envelope from the bottom of this flyer.

**Step 2**: Complete the information and include your cash or check payment.

**Step 3:** Seal and return the envelope to the school.

**Yes, I want to purchase \_\_\_\_\_\_ Yearbook(s)!**

Student’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent’s Phone #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grade: \_\_\_\_\_\_\_\_\_\_\_ Teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total amount enclosed $\_\_\_\_\_\_\_\_\_\_\_\_ in the form of CASH \_\_\_\_\_\_ or CHECK # \_\_\_\_\_\_\_\_\_\_

\*\*Make checks payable to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please include student’s name and teacher’s name on check.\*\*