



## IT'S ELEMENTARY

# CONTACT LIST & INFORMATION SHEET

Keep this handy so you'll know how to contact the right people to get answers quickly.

### YEARBOOK SUPPORT

JOB NUMBER : \_\_\_\_\_

USERNAME : \_\_\_\_\_ PASSWORD : \_\_\_\_\_

for [hjbk.com](http://hjbk.com), [hjbshare.com](http://hjbshare.com), [hjbbusiness.com](http://hjbbusiness.com)

CUSTOMER SERVICE : \_\_\_\_\_ 1.800.453.2813 \_\_\_\_\_ @herffjones.com  
name phone email

TECHNICAL SUPPORT : \_\_\_\_\_ @herffjones.com  
name phone email

YEARBOOK REP : \_\_\_\_\_ @herffjones.com  
name phone email

### SCHOOL CONTACTS

SCHOOL SECRETARY : \_\_\_\_\_  
name phone email

SCHOOL PRINCIPAL : \_\_\_\_\_  
name phone email

PTA/PTO PRESIDENT : \_\_\_\_\_  
name phone email

TREASURER : \_\_\_\_\_  
name phone email

PORTRAIT PHOTOGRAPHER : \_\_\_\_\_  
name phone email

PARENT PHOTOGRAPHER : \_\_\_\_\_  
name phone email

PARENT PHOTOGRAPHER : \_\_\_\_\_  
name phone email

### DATES TO REMEMBER

PARENT ADS DUE : \_\_\_\_\_

BOOKS ARRIVE : \_\_\_\_\_

FINAL DEADLINE : \_\_\_\_\_

DISTRIBUTION DAY : \_\_\_\_\_

[yearbookdiscoveries.com](http://yearbookdiscoveries.com)

