



Jen Heredia
230 E. Cleveland St.
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March 13, 2026

Re: Putnam County School Photo Contract - 2026-27 School Year

I am very appreciative of the opportunity to provide school yearbook photos for the 2026-27 school year!

During this initial year I will provide the following:

- School Picture Days- 1 per school for each of the 4 schools within the Putnam County District
- School Picture Makeup Days - 1 per school
- Digital photo files for upload into Teacherease, based on the student ID#
- Digital photo files prepared for upload into a yearbook program
- Plastic 2-Sided Photo ID's for Junior High & High School students as well as Staff
- Online Proofing Galleries for each student with a secure ordering option for parents to order directly
- 1 batch delivery to the schools for those ordering during a specified window of time, to provide a way for parents to save on shipping.

During this initial year, I understand that the current vendor will be used for school sports individual and team photos. I am happy to add this service as the board re-evaluates going forward.

I will work for the 2026-27 school year to prove my ability to provide school photos. If we agree to work together going forward, I will ask for a 2 year contract.

Thank you, again, for this opportunity! I look forward to seeing many Putnam County smiles next school year!

Sincerely,

Jen Heredia
Jen Heredia Studio