



**Memorial Middle School
2010-2011 Yearbook**

Dear Parents:

Once again, Memorial Middle School is participating in the Smart Pay sales management program offered through Taylor Publishing for our yearbook. No yearbook orders will be taken at school. Smart Pay handles the order taking and the processing so your yearbook staff can produce an excellent yearbook.

A letter to place an order with a personal customer number will be mailed to each home in September. Please be looking for it. If you prefer, you may go to www.smart-pay.com and place your order without waiting to receive the order letter. If you choose to do this, select "I don't have a customer number" when you log in and follow the steps from there.

Payment can be made by check, money order or credit card.

Payment may be made through the internet at www.smart-pay.com, mailed in using the form at the bottom of the letter you will receive, or phoned in to the Smart Pay ordering line (1-800-853-1337).

Payment may be tracked and receipts are available for check or money orders. Web orders (payments through the web site) will automatically receive a receipt via e-mail.

All orders must be received and processed by Smart Pay **NO LATER THAN January 10, 2011. No orders will be taken after this date and only a few copies will be made available to purchase at an increased price after yearbooks are distributed in May, so please order your copy on or before January 10th.**

The Memorial yearbook staff is committed to producing a fantastic yearbook that preserves the memories of this school year. If you have any questions, please contact the Memorial Middle School yearbook advisor.

Thank you for your support,

Memorial Middle School Yearbook Advisor