



# UCD DIRECTORY PROGRAM CONTRACT

Universal Church Directories proposes to provide you with a beautiful full-color directory. Each family photographed will receive both a complimentary 8x10 portrait of their directory pose and a directory. Each church receives a front and back cover at no charge. The church will receive an additional 20% overrun of standard soft cover directories and 10% overrun of hardcover style directories based on the total number of family units photographed.

Universal's Church Consultant will conduct two meetings with the church volunteers — a photography organizational meeting and a directory design meeting. Universal's consultant will be available to you through every step of the directory process and will assist you in running a smooth directory program.

Photography will take place at your church. Photography on days with less than 32 families scheduled is at the discretion of Universal Church Directories. At the time of photography your families will have the opportunity to select their pose for inclusion in the directory and to purchase additional portraits. Your families will receive their complimentary 8x10 and any other additional portraits they've ordered within 4 to 5 weeks after photography. Portraits will be delivered directly to their homes.

## **CUSTOM DIRECTORY PROGRAM**

**The Custom Directory is a directory program that may have a cover, ministry pages, family section and a roster. Ministry tools include an APP, Digital Directory on CD, or Brochure, with many more available, using either the credit enhancement program, or they can be purchased. Design Your Custom Directory with Program Credit Enhancements. Refer to the Design Guide for Program Allocations. Choose from 2 different sizes 5-1/2 x 8-1/2 -or- 8-1/2 x 11.**

You may select from **three different family section styles:**

**Premier Connect** style with 8 families per page. Contact information next to image. No roster.

**Premier Traditional** style with 9 families per page. Names only beneath the image. No roster.

**Traditional** style with 16 families per page - Names only beneath the image, with a complete roster in the back of the book.

**A roster is not included in a Premier Connect or Premier Traditional style book but can be purchased for inclusion at the cost of \$75.00 per page or one (1) earned credit per page.**

**My UCD App** is only available for 3 years (Protestant) or 4 years (Catholic). A signed program agreement for future photography within the next year will enable the App to continue to operate.

**In order to qualify for The Custom Directory, the church must photograph 32 families.** The church must submit all materials for directory production within 12 months of the last photography date. Universal Church Directories is not liable for directory production if layout materials are not submitted to the home office within that time frame.

**Submitted photographs** of shut-ins, college students and service personnel will be accepted and placed at the end of the family section or in alphabetical order. The cost to include a submitted photograph in the directory is \$15.00. The cost to include a submitted photograph in a hardcover directory is \$25.00. A directory is provided for each submitted photograph.

**A color proof copy** of the directory will be shipped to your church 20 working days after Universal receives all material needed to compile your activity pages and roster (if selected). Your completed directories will be shipped to the church within 20 working days of the date your final corrected proof copy is received in our office. Please be advised that any combination of two or more cover options will add 10 working days to the delivery schedule of completed directories. Printing and Binding of Hardcover and Perfect Bound Directories require 30 working days after the final corrected proof is received in the home office.