



**YOUR  
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**Your Name**

**Jostens of Your State**

Your Address

YourCity, YS YourZip

**Office:** Your office phone

**Cell:** Your Cell Phone

**Fax:** Your Fax Phone

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**Jostens Help**

In YourPlant at 800-XXX-9725

YourConsult at ext. their ext

your.consultant@jostens.com

**Jostens Tech Support**

800-328-2435

**Jostens Supplies**

800-972-5628 ext. 1

## Welcome to the wonderful world of yearbook advising.

Remember you are not in this alone.

We at Jostens are here whenever you need us. Just call us at any of the numbers at left.

Inside this binder you will find a complete set of lesson plans for your first 20 days of teaching yearbook. This should get you going and keep you on track.

You can also use this binder during the year to store our monthly newsletter—YourBook—after you and your staff have read it. And you can keep any notes or specification sheets you get from me or from the plant.

Make sure to read the first page and have a wonderful year.

*Your Signature*

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