

## 2017/2018 CIS Yearbook Ordering

Please carefully review the information below to order a CIS yearbook for the 2017-2018 school year. The final deadline to order a yearbook this year is Friday, January 26. The cost is \$81.25US per yearbook. If you have any questions about the process, please contact Melissa Bera, the yearbook advisor.

- Yearbook orders will be processed online this year through Balfour
- Please use the following link and instructions to complete your order
- Yearbooks will be shipped to the school in one shipment for distribution in June. Please use the shipping information below when completing your order to ensure your order is processed correctly. **Yearbooks cannot be shipped to your home address.**
- Payments must be made at the time of order via credit card or PayPal
- Prices are stated in USD
- **Order deadline is Friday, January 26, 2018**

**Step 1:** Order online at

<https://shop.balfour.com/smi133513/catalog/category/view/s/yearbook-and-accessories/id/312795/>

**Step 2:** Select number of yearbooks you would like to purchase

**Step 3:** Complete order form with student first name, last name, grade and homeroom, click submit

**Step 4:** Click Add Products to Cart

**Step 5:** Double check the information is correct and click proceed to checkout

**Step 6:** You may checkout as a guest or register on the website (your order will still be processed as a guest), click continue

**Step 7:** Complete Billing information form. Change the country to CAYMAN ISLANDS and use your PO BOX for the address section, click continue

**Step 8:** Complete Shipping information form using the below information and click continue

ADDRESS: 1550 W. MOCKINGBIRD LANE

CITY: DALLAS

STATE/PROVINCE: TEXAS

ZIP/POSTAL CODE: 75235

COUNTRY: UNITED STATES

TELEPHONE: 214-637-2800

## **2017/2018 CIS Yearbook Ordering**

**Step 9:** Payments may be made via credit card or PayPal

**Step 10:** Review order and submit

You will receive a confirmation email once your order has been processed.

If you have any questions, please contact:

Melissa Bera  
Yearbook Advisor  
melissa.bera@cis.ky