

Posty Cards® 2013 Desk Calendars

VIP CODE 1EH13



DESK CALENDAR IMPRINT Minimum 25 calendars per item number. Prices include 3 lines of printing per side, maximum 40 characters per line. **One imprint per order.**

LEFT SIDE

LOGO YES NO ALL CAPS Title Case

RIGHT SIDE

ENVELOPE IMPRINT Minimum 25 per item number. On back flap, 4 lines, maximum 40 characters per line. **One imprint per order.** Add envelope imprint charge from the chart below.

DON'T MISS OUT!

Orders received after November 13, 2013 are subject to inventory availability.

DESK CALENDAR PRICES - BEFORE DISCOUNT				
QUANTITY	STANDARD DELUXE Your Price	SMALL FORMAT Your Price	CALENDAR IMPRINT 6 Lines Imprint	ENVELOPE IMPRINT Add Your Return Address
50 - 99	1.52	1.99	FREE	add 12c
100 - 199	1.49	1.99	FREE	add 8c
200 - 299	1.44	1.99	FREE	add 7c
300 - 499	1.42	1.42	FREE	add 6c
500 - 1999	1.39	1.39	FREE	add 5c
2000+	1.38	1.38	FREE	add 4c

NOTE - Please check with your local post office for special requirements or charges before mailing desk calendars. Always weigh calendars for correct postage. We recommend that you mark desk calendar envelopes "Hand Cancel" for faster delivery as they are not machinable due to the spiral binding.

BILL TO MUST MATCH NAME AND ADDRESS ON CREDIT CARD

Please check if this is a new address.

CUSTOMER ID# _____
 NAME _____
 COMPANY NAME _____
 ADDRESS _____
 CITY _____ STATE _____ ZIP _____
 DAYTIME PHONE _____ EXT _____
 FAX _____
 E-MAIL _____

SHIP TO SAME AS BILLING ADDRESS

Please check if this address is Residential Commercial - NO P.O. BOX NUMBERS

NAME _____
 COMPANY NAME _____
 STREET ADDRESS _____
 CITY _____ STATE _____ ZIP _____
 DAYTIME PHONE _____ EXT _____
 E-MAIL _____

PAYMENT THIS IS MY FIRST ORDER WITH POSTY CARDS.

First orders pay by check or credit card to establish your account. International orders must pay by credit card.

CHARGE MY ORDER
 Card Number MasterCard® VISA® American Express®

Expiration Date (mo/yr)

Signature _____

BILL TO MY ESTABLISHED POSTY CARDS ACCOUNT

Invoices cannot be paid by credit card. Net 30 payment terms.

CHECK ENCLOSED, PAYABLE TO POSTY CARDS

Refer to ordering information on the reverse side or call for assistance 1-800-821-7968

Order Securely Online
www.postycards.com

Fax Toll Free
 1-888-577-3800

Call Toll Free
 1-800-554-5018

Mail Orders to
 1600 Olive Street
 Kansas City, MO 64127

ORDER HERE

ITEM DESCRIPTION	ITEM NUMBER	ENVELOPE IMPRINT YES NO	QUANTITY Minimum of 25 per item number with imprint	PRICE EACH Include imprints or upgrades	ITEM TOTAL
Scenic Seasons	SS2014				
Timely Topics	TT2014				
Scenic World	SW2014				
Calendar Insert	8568P				
Extra Envelopes - Non Padded	ECAL			\$1.50 / pkg of 25	
Extra Envelopes - Padded	EPAD			\$6.00/ pkg of 25	
North American Scenes	509914				
Wonders of the World	508914				

Minimum 50 calendars per order **SUBTOTAL** \$

New Logo Setup Fee - See details on back +

Proof Charge - See details on back +

MO Residents add 8.35% Sales Tax +

Add Shipping - See Chart +

ORDER TOTAL

GROUND SHIPPING CHARGES

*For the 48 U.S. contiguous states ONLY. ADDITIONAL charges will apply for shipping outside the continental U.S.

QUANTITY	CHARGE
50 - 99	\$8.50
100 - 149	\$9.50
150 - 199	\$11.00
200 - 249	\$12.50
250 - 349	\$17.00
350 - 449	\$24.25
450 - 549	\$28.25
550 - 649	\$31.50
650 - 699	\$35.25
700 - 799	\$44.00

Orders of 800 CARDS or MORE: \$48.00 + \$7.50 for each additional 100 calendars.

SATISFACTION GUARANTEED!
 or we will replace or refund your order.

FOR OFFICE USE ONLY

PKG

Posty Cards® Desk Calendars

Customer Service

This order form cannot be used to order All Occasion Cards, Holiday Cards or Wall Calendars. These items must be ordered separately.

For assistance or if you have questions about your order, call us at 1-800-821-7968. Customer Service hours are Monday through Friday, 8am–4pm CST. If you have a copy of your original order, it will help us answer your questions.

Imprint (Personalization)

Minimum of 25 per design with imprint – one version of desk calendar and envelope imprint per order. For different imprints, please complete a new form. Additional order forms can be downloaded from our website at www.postycards.com/orderforms. To add personalization, enter your imprint information *exactly how you want it printed*. Standard imprints are in black unless otherwise indicated. Desk Calendars include up to 6 lines of imprinting – 3 on each side, 40 characters per line. To duplicate personalization from a previous order, please attach a sample. If you have special instructions or need more space, attach a note to your order. In the order box, add applicable imprint charges before entering the amount in the Price Each column.

Logo, Photo, and Signature Imprinting

Send clean, original artwork to artdept@postycards.com. Digital files should be **300–600 dpi in EPS, TIFF or PDF format**. For signatures, send several samples in black felt tip ink on white paper. There is a one time \$25.00 setup fee for all new artwork. If your artwork has been used previously, we will have it on file, and you pay only for card imprinting.

One Color Imprints

One Color other than Black – FREE!

Standard colors are listed below. For a PMS color not shown, there is a \$25.00 setup fee. Please contact us for availability.

Blue 285 • Royal Blue 286 • Green 3425 • Red 186 • Brown 469 • Burgundy 1955

Unless noted in special instructions, desk calendar imprints are in black, Times New Roman.

Sorry, full color imprints are not available on Desk Calendars.

Proofs

We will promptly redo any errors we make on your order at no additional charge. Charges may apply for customer changes or errors. If you would like a proof of your desk calendar imprint, please specify which proof you want. Additional charges will apply.

Item Proof \$25.00 A printed sample will be mailed for your approval
Digital Proof \$10.00 A PDF file will be emailed

Pricing

Prices are based on the **total quantity per desk calendar style**. For intermediate quantities not shown on the chart, reference the next lower quantity. Minimum 50 Desk Calendars per order. Any quantity above 50 can be ordered.

Example: 250 Standard Deluxe Desk Calendars = \$1.44 each

Prices include FREE envelopes

FREE imprinting on calendars up to 6 lines

Additional Envelopes

You receive one extra envelope with each package of 25 calendars. You can purchase additional envelopes (item #ECAL) for \$1.50 per package of 25. Please include additional envelope quantities when figuring Envelope Imprint price.

Optional Padded Envelopes

Some post offices require padded envelopes to mail spiral bound items. Optional 6" x 10" padded envelopes (item #EPAD) are available for \$6.00 per package of 25. No imprinting is available on these envelopes.

Free Desk Calendar Samples

If you would like to see a desk calendar before your order, we'll be happy to send you a free sample.

Mailing Requirements

Please check with your local post office for any special local requirements or charges before mailing desk calendars. Always weigh calendars for correct postage. We recommend that you mark desk calendar envelopes "Hand Cancel" for faster delivery, as they are not machinable due to the spiral binding. Some post offices require padded envelopes (sold separately) to mail spiral bound items.

Delivery Time

Note: Small format desk calendars will be shipped separately from all other items.

Calendars will be shipped in 1-3 weeks from the time the order is placed. **During peak times (July–November), your order may take longer.** Most orders are shipped via UPS or FedEx Ground. Depending on the location, please allow up to 7 days for ground shipping.

Returns

Please inspect your order immediately upon its arrival. If there is any problem with your order, please call 1-800-821-7968 for return authorization.

Thanks for your order!