

# 2013 ORDER FORM



Mail to: Order Processing Department  
 Calendars Now  
 PO Box 25  
 Kenyon, Minnesota 55946-0025  
 (507) 789-5189 FAX: (507) 789-5846  
 Toll-Free: (866) 877-4879

(Please Print)

<b>O</b> Name _____ <b>R</b> Company _____ <b>D</b> Address _____ <b>E</b> City _____ State ____ Zip _____ <b>R</b> Phone _____ Fax _____ <b>E</b> Date ____/____/____ E-mail _____	<b>S</b> Name _____ <b>H</b> Company _____ <b>I</b> Address _____ <b>P</b> City _____ State ____ Zip _____ <b>T</b> Phone _____ Fax _____ <b>O</b> Purchase Order # _____
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Product Number	Description	Qty.	Price Each	Total
CN-			\$	\$
CN-			\$	\$
CN-			\$	\$
CN-			\$	\$
CN-ENV	Mailing Envelopes (as priced unless otherwise stated)		\$0.17	\$

SHIPPING & HANDLING	
If Order Totals	Add This Amount
\$0.01 – \$99.99 .....	\$20.95
\$100.00 – \$199.99 .....	\$28.95
\$200.00 – \$349.99 .....	\$41.95
\$350.00 – \$499.99 .....	\$56.95
Over \$500.00 .....	Call For Freight Quote

Freight rates apply only in the continental U.S. Other destinations please call for quote on actual shipping and applicable duty. This chart only applies to pre-paid orders by check. All orders by credit or credit card will be charged actual freight rates.

Optional Pre-Production Proof (add \$7.00)	\$
Shipping (see chart at left)	\$
MN, TN, MD & CA residents must add Sales Tax	\$
<b>GRAND TOTAL</b>	\$

\*\*All goods subject to a 5% overage/underage factor and subsequently will be invoiced accordingly on final billing.\*\*

PAYMENT METHOD

**Bill us** – order due upon receipt  
(completion of credit application may be necessary)

**Prepaid** – check, money order or credit card. Amt. Encl. \$ \_\_\_\_\_

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VISA     MasterCard  
 Discover     American Express

\_\_\_\_\_  
 Exp. Date \_\_\_\_/\_\_\_\_ CSV Code \_\_\_\_\_

\_\_\_\_\_  
 Card Holder Signature (and name printed)

\_\_\_\_\_  
 Complete billing address of cardholder

ADDRESSING

(PLEASE PRINT)

**A** Line One \_\_\_\_\_

**D** Line Two \_\_\_\_\_

**V** Line Three \_\_\_\_\_

**E** Line Four \_\_\_\_\_

**R** Line Five \_\_\_\_\_

**T** (Supply business card or letterhead for correct spelling. Supply clean black & white artwork for logo(s). Attach special advertising layouts on a separate piece of paper).

**I**  **Print advertising copy exact same as our 2012 calendar order.**

**S**

**I**

**N**

**G**

**C**

**O**

**P**

**Y**

# Terms & Conditions of Sale

1. **Order Acceptance:** All orders, terms and conditions of sale are binding upon the buyer after order acceptance by Outside Connections, LLC d/b/a Calendars Now.

2. **Production Time:** Normal production time is 10 – 15 working days commencing at the time all order information, logos, ad copy, and payment terms are received in-house and are found acceptable. Production time varies depending upon the calendar style being ordered and the specialized services it requires. Typically, however, calendars are shipped out to the buyer within 15 working days (excluding holidays) but certain custom calendar products may require as long as 45 working days to complete. We can estimate but cannot promise or guarantee ship dates. Calendars Now reserves the right to reject any order it does not feel can be produced in a timely manner to meet the buyer's needs. Buyers with time-sensitive situations must alert Calendars Now at the time of order placement. Although no express guarantees of production are ever made, Calendars Now will attempt to work with buyers to satisfy their needs. Orders already in progress cannot be rushed to meet a deadline that Calendars Now was not notified of earlier by the buyer. Incomplete orders are considered on hold with the production time clock stopped until the order is approved and all artwork has been supplied.

3. **Factory Changes:** Prices, terms and conditions of sale are subject to change without notice. Check [www.CalendarsNow.com/legal.html](http://www.CalendarsNow.com/legal.html) for current updates.

4. **Cancellations of Order:** If an order must be canceled, Calendars Now must receive written notice of cancellation before production has started. Cancellation will only be granted if merchandise has not already been produced or imprinted. Orders that have already started production will be billed at cost for the work already completed.

5. **Overruns/Underruns:** Overruns and underruns of 5 percent are understood to be acceptable per trade custom.

6. **Production Errors:** From time to time an error in the production of a buyer's imprint or order will occur. If the error is determined to be the buyer's responsibility, we will work with the buyer to correct the error and, when possible, discount merchandise on the subsequent corrected order. If, on the other hand, the imprinting error is determined to be that of Calendars Now, we will authorize the return of the original calendar product at our expense and correct the error with a subsequent product shipment at no additional expense to the buyer. Calendars Now is not responsible for any errors when the buyer submits film or electronic art. While all prudent efforts are made to ensure calendar descriptive copy is accurately researched and true, we make no express guarantees and will not refund on any products found to contain a copywriting error that does not otherwise render the calendar non-functional.

7. **Mailing Lists:** Calendars now accepts no responsibility for the authenticity or viability of mailing lists supplied by the calendar buyer. The individual mailing services we perform assume the list supplied by the customer is sufficient to meet all USPS postal requirements.

8. **Authorized Returns:** Merchandise found to be incorrect due to our error will be replaced at no charge when returned within 15 days from receipt. A return authorization number is required prior to the acceptance of any returned merchandise at our factory. Unauthorized returns will be refused and returned to the sender. No credit will be issued for any merchandise that is unavailable for return to the factory.

9. **Product Illustrations:** Logos and other imprints shown on [www.CalendarsNow.com](http://www.CalendarsNow.com) are for illustrative purposes only. They do not imply endorsement by the owner. Product colors, as well as product sharpness may not represent the true quality of the products being offered. Web viewers should be aware that inherent limitations in the presentation of products over the Internet might alter a product's true appearance. Therefore, if quality or appearance is a critical factor the potential buyer is encouraged to obtain a sample for in-hands inspection before ordering.

10. **Product Sizes:** All product sizes given are approximations for the convenience of our buyers. Actual dimensions may be rounded to the nearest 1/8".

11. **Artwork Touch-up:** Re-work of art including color separations for multi-color work will be billed at the rate of \$30 per half hour. Calendars Now will contact the buyer with an estimate on the total cost of art time needed for the job prior to commencing.

12. **Artwork Required:** Camera-ready art is required for all buyer-supplied logos. Calendars Now prefers one-color black on white logos that will be scanned into our computers. Artwork generated from laser printers should be submitted at 300% actual use size. If electronic media is to be used, please call (507-789-5189) for information. Artwork from a copy machine, a fax machine or embossed materials IS NOT SUITABLE. All multi-color artwork must be color separated with the

color breaks clearly indicated. If artwork is to be returned please indicate those instructions on the order.

13. **Imprint Size & Location:** Unless specific type styles and layout instructions are provided with order, we will use our best judgment in producing an attractive ad copy layout. In all circumstances we will maximize the ad size given the available layout space.

14. **No Imprint Sales:** Please understand that the picture rights on most of our calendars were purchased for promotional product use only. We regret this may preclude the use of these calendars for retail sale, dismantling for sale as prints, or sale outside North America.

15. **Trademark Use:** All copy or other materials which are submitted to the factory by the buyer and used in producing items ordered, will be accepted by Calendars Now as being submitted in full compliance with applicable laws regarding trademark, service mark, copyright, right of privacy, patent or similar protection. The buyer hereby agrees to hold Calendars Now and its parent organizations harmless from any liability that may result from factory's use of art submitted by the buyer.

16. **Product Availability:** All orders for products are subject to availability. Calendars Now assumes no liability for non-fulfillment caused by inability to obtain materials or for other causes beyond our control. Please be aware calendars are a product with a short sales life so often product inventories will exhaust before the end of the calendar year. Buyers are therefore encouraged to order early to avoid delays in shipping or the risks of inventory exhaustion.

17. **C.O.D.'s:** NOT AVAILABLE.

18. **Payment Terms:** Buyer must pay by cash, credit card or check in advance, including estimated freight, unless prior credit arrangements have been made. Credit terms are balance due at the time of invoice receipt. All invoices are mailed to the buyer at the time of order shipment. A service charge of 1-1/2% per month (18%APR) will be charged on all accounts over 30 days past due. Reasonable collection fees will be assessed on all accounts deemed difficult to collect on.

19. **Funds:** All prices shown on [www.CalendarsNow.com](http://www.CalendarsNow.com) are in U.S. funds. Certain products may not be available for shipment outside of the United States.

20. **Freight Charges:** Standard freight charges for most orders include United Parcel Service ground service to the continental United States. Buyers who live outside the continental U.S. must call for a shipping quote. Buyers who wish to supply their own shipping account number may do so, but must call the factory for details. Buyers who request expedited shipping via Federal Express or UPS may choose to do so at actual freight rates specific for those services.

21. **Freight Claims:** Claims for freight adjustments, breakage or delays in transit must be filed with the carrier within 15 days. For UPS shipments, buyers must contact their local UPS office at place of delivery for damage inspection prior to notifying Calendars Now. Calendars Now will then process claims after the on-site inspection has been completed.

22. **Copyright Notice:** All materials appearing anywhere on [CalendarsNow.com](http://CalendarsNow.com)'s web site are protected by worldwide copyright laws and treaty provisions. The copyright is held by Outside Connections, LLC or by the original creator of the materials. No materials from this web site may be copied, reproduced, modified, published, uploaded, posted, transmitted, or distributed in any form or by any means other than as described by Calendars Now or with Outside Connections, LLC's prior written permission. All rights not expressly granted herein are reserved. Any unauthorized use of the materials appearing on the Calendars Now web site may violate copyright, service mark, trademark and other applicable laws and could result in criminal or civil penalties.

23. **Trademarks and Service Marks:** All trademarks and service marks are property of their respective owners. Calendars Now is a duly registered trademark and service mark in the State of Minnesota by Outside Connections, LLC. Outside Connections, LLC recognizes and will aggressively protect all Common Law intellectual property rights in any jurisdiction throughout North America.

24. **Sales Tax:** Calendars Now is located in the state of Minnesota and is currently obligated to withhold 6.875% sales tax for purchases within that state. Sales taxes may also be levied in other jurisdictions.

25. **Disclaimer:** Calendars Now hereby expressly disclaims all warranties either expressed or implied for merchantability or fitness for a particular purpose. Any and all liability is limited to the replacement value of any products purchased.

26. **Complete Terms and Conditions / Legal Information:** This written notice does not constitute a complete set of terms and conditions of legal information. For additional information consult our web site at: [www.CalendarsNow.com/Legal.html](http://www.CalendarsNow.com/Legal.html) or contact us at (507) 789-5189 or [info@CalendarsNow.com](mailto:info@CalendarsNow.com).

# Creating An Attractive Advertising Message

There are a number of things to keep in mind when designing your advertising message. First, limit your information to that which is most vital. Each calendar style we offer has a limited amount of advertising space and placing too much information within that space will mean your ad message loses viewer impact. Second, keep in mind to whom you plan to give the calendars and what information they need to know. And thirdly, use colors, logos and graphics sparingly and only when necessary to emphasize an important corporate identity.

Consider some of these layout styles (designed for the typical appointment wall calendar) for ideas in laying out your advertising message:

## DESIGN #1

This layout features a bold mainline (company name) to allow the business name to stand out along with the company phone number.

### WILLIAMS ELECTRIC INC.

Heating & Air Conditioning

493-9615

501 Haven Ave. Amstutz, VA

## SARA'S TAN & TRIM SALON

*"Your Tan Is A Reflection Of Us"*

OPEN MONDAY - FRIDAY 8AM - 5PM SATURDAY 9AM-5PM  
3421 THOMAS DRIVE

888-5578

## DESIGN #2

This layout features a bold mainline (company name) and a prominent business slogan, plus store hours and other necessary business information.

## LINCOLN PERSONNEL SERVICES

Accounting       Clerical       Manufacturing  
 Medical           Administrative       Sales

555-1123

1325 Lakeshore Drive      Evansville, Indiana

## DESIGN #3

This layout features a listing of products or services as a main characteristic of the ad layout.

## GERALD F. MURPHY, CLU

FRANKLIN INSURANCE COMPANY

Business • Homeowners • Auto • Life

1610 STEUBEN DRIVE      782-2875      OTTAWA, NM

## DESIGN #4

This layout features a large mainline (company name or personal name) best used for when name recognition is vitally important.

## DESIGN #5

This layout features an advertising design for a business with multiple store locations.

## DESCHUTES COUNTY OFFICE SUPPLY

*"Serving the Greater Bend area Since 1956"*

3 Branches to Serve Your Total Office Needs

501 STORY ROAD	417633 CORK AVE.	9199 SMITH
REDMOND, OREGON	MADRAS, OREGON	BEND, OREGON
03-961-0155	503-541-0161	503-637-8507



PO Box 25, Kenyon, MN 55053-0025  
1-800-458-8334

## DESIGN #6

This layout features a logo (centered, flush left, flush right, or placed anywhere on the ad layout) along with a customer's promotional copy or message. To place a logo there is no extra charge if supplied clean, camera-ready.

Here's a few points to remember when submitting artwork for your order via the Internet: All artwork should be e-mailed to [artwork@OutsideConnections.com](mailto:artwork@OutsideConnections.com) referencing the time and the order name for the art. The file should be in an EPS, TIFF or Vectorized format compressed for transmission, if the file is large. PDF files are acceptable only if the original artwork is prepared in a graphics program and the editing capabilities have been preserved. The preferred format for all artwork is EPS with outlines created for all font elements. Call (866) 877-4879 with questions.