



## Customer Service

This order form cannot be used to order All Occasion Cards, Holiday Cards or Calendar Cards. 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 [postycards.com/orderforms](http://postycards.com/orderforms).** To add personalization, enter your imprint information exactly how you want it printed. Unless specified in special instructions, desk calendar and envelope imprints are in black, Times New Roman.

Desk Calendars include up to 6 lines of imprinting - 3 on each side, 40 characters per line. To duplicate personalization from a previous order, 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.

## Submitting Appropriate Artwork for Print

Proper submission of artwork (logos, signatures, photos) helps ensure timely production of your order. We strongly encourage sending vector logos such as .AI or .EPS format. If you don't have that file type, we are able to work with high resolution, clean artwork such as .TIFF, .PSD or .PDF formats. **All scanned/digital files should be 300–600 dpi at the dimensions your artwork will be printed. Email submissions to [artdept@postycards.com](mailto:artdept@postycards.com).**  
**Signatures** – submit samples in felt tip ink on white paper  
**One Color Imprint** – submit black artwork  
**Full Color Imprint** – submit full color artwork

## Imprint Pricing

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 desk calendar imprinting.

**One Color other than black FREE** – Standard colors: **Blue 285, Royal Blue 286, Green 3425, Red 186, Brown 469, Burgundy 1955.** There is a \$25.00 setup fee for any PMS color not listed. Please contact us for availability.  
**Full Color** – Add an additional 24¢ per card and/or envelope.

## 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 or envelope 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.

**Order online for FREE digital imprint proofing.**

## Posty Cards Exclusive Volume 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.

## Additional Envelopes

You receive one extra envelope with each package of 25 calendars. You can purchase additional envelopes (item #ECAL) for \$2.00 per package of 25. Please include additional envelope quantities when figuring Envelope Imprint price. For more information, go to [postycards.com/pricing](http://postycards.com/pricing).

## 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

Some desk calendar images may vary in color from the photograph shown in the catalog. We encourage you to check out our quality printing and paper first hand. If you would like to see a desk calendar before you order, we'll happily send you a sample of your choice. Samples and catalogs are only mailed to the U.S. and Canada.

## 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

**Desk Calendars will ship in 5-10 business days starting May 1.**

Calendars ordered in August or later will be shipped 1-3 weeks from the time the order is placed. **During peak times (August–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.

GROUND SHIPPING CHARGES				
*For the 48 U.S. contiguous states ONLY.				
ADDITIONAL charges will apply for shipping outside the continental U.S.				
	QUANTITY	CHARGE	QUANTITY	CHARGE
Shipping charges are based on total quantity ordered.	50 - 99	\$11.00	350 - 449	\$27.50
	100 - 149	\$12.00	450 - 549	\$31.75
	150 - 199	\$13.50	550 - 649	\$35.00
	200 - 249	\$15.00	650 - 699	\$39.00
	250 - 349	\$19.75	700 - 799	\$48.25
<b>Orders of 800 or MORE</b>				
\$52.00 + \$10.00 for each additional 100 desk calendars.				