# Posty Cards 2024 Desk Calendars



**DESK CALENDAR IMPRINT** Minimum 25 calendars per item number. Prices include 3 lines of printing per side,

LEFT	SID	ΡE

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				
PROVINCE POSTAL CODE				
DAYTIME PHONE EXT				
E-MAIL				
<b>PAYMENT</b> THIS IS MY FIRST ORDER WITH POSTY CARDS.				
Card Number 🛛 MasterCard® 🗌 VISA® 🗌 American Express®				
Expiration Date (mo/yr) CVV (3-4 digit code)				
-				
_				

Signature \_

NAME .

CITY \_\_\_\_

FAX \_

EMAIL \_\_\_\_

PROVINCE\_

COMPANY NAME ADDRESS \_

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 11, 2023 are subject to inventory availability.

#### **DELIVERY SCHEDULE**

Desk calendars ordered May 1 - July 31 will ship between August 1 and September 30. Calendars ordered in August or later will be shipped 1-3 weeks from the time the order is placed.

#### ORDER HERE - See back for delivery information OUANTITY ENVELOPE PRICE EACH ITEM Minimum of 25 per item number with imprint IMPRINT ITEM TOTAL **ITEM DESCRIPTION** NUMBER or upgrades YES NO SS2024 Scenic Seasons **Timely Topics** TT2024 Scenic World SW2024 **Beach Destinations** SB2024 Extra Envelopes - Non Padded ECAL \$2.00 / pkg of 25 Extra Envelopes - Padded EPAD \$6.00/ pkg of 25 Minimum 50 calendars per order SUBTOTAL \$ Promotion Code \_ New Logo Setup Fee – See details on back + Proof Charge – See details on back +\*Subject to change without company name in ship to 5% Sales Tax + Add Shipping – See Chart on back + ORDER TOTAL

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.

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

> **Order Securely Online** www.postycards.com

> > Call Toll Free 1-800-554-5018

> > Fax Toll Free 1-888-577-3800

FOR OFFICE USE ONLY

PKG

Mail Orders to 1600 Olive Street Kansas City, MO 64127

#### VIP CODE CAN-1CH23

\_\_\_\_\_ POSTAL CODE \_\_\_\_\_

DESK CALENDAR PRICES - BEFORE DISCOUNT

STANDARD DELUXE Your Price

\$3.20

\$1.83

\$1.79

\$1.73

\$1.71

\$1.67

\$1.66

QUANTITY

25

50-99

100-199

200 - 299

300 - 499

500 - 1999

2000+

CALENDAR ersonalization

Price 6 Lines Imprint

FREE

FREE

FREE

FREE

FREE

FREE

FREE

RETURN ADDRESS Price

+30c

+16¢

+9¢

+ 8ċ

+7¢

+ 6¢

+5¢

BILL TO MUST MATCH NAME AND ADDRESS ON CREDIT CARD

DAYTIME PHONE \_\_\_\_\_ EXT \_\_\_\_

Please check if this is a new address.  $\Box$ CUSTOMER ID#

# Posty Cards 2024 Desk Calendars

### **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. 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. 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 \$0.24 per desk calendar 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 card 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.

# **Optional Padded Envelopes**

Some post offices require padded envelopes to mail spiral bound items. Optional  $6'' \times 10''$  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.

#### Taxes

The applicable Canadian sales tax will be added to your order. If you are ordering for a business, you <u>must</u> include a company name on your shipping address in order to qualify for commercial tax rates. If you do not include your company name, you may be charged a higher tax rate than is shown on your order. **Provinces with higher non-commercial tax rates are: BC 12%; MB, ON 13%; NB, NL, NS, PE 15%; QC 14.975%; SK 11%.** 

#### Shipping Charges

Your order will ship from the United States. For your convenience, shipping charges for orders shipped to Canada include applicable duties and customs brokerage fees.

#### **Delivery** Time

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

Desk Calendars ordered May 1– July 31 will ship between August 1 and September 30. 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 Your order will ship from the U.S. Prices below INCLUDE applicable duties and customs brokerage fees (in U.S. Dollars)								
	QUANTITY	CHARGE	QUANTITY	CHARGE	QUANTITY	CHARGE		
Shipping	50 - 99	\$42.00	800 - 899	\$119.75	1600 - 1699	\$217.75		
charges	100 - 199	\$57.00	900 - 999	\$137.00	1700 - 1799	\$229.25		
are based on	200 - 299	\$60.75	1000 - 1099	\$147.25	1800 - 1899	\$251.75		
TOTAL	300 - 399	\$75.00	1100 - 1199	\$158.00	1900 - 1999	\$280.25		
	400 - 499	\$82.50	1200 - 1299	\$168.00	2000 - 2099	\$313.75		
QUANTITY	500 - 599	\$87.25	1300 - 1399	\$177.25	3000 - 3099	\$363.25		
ORDERED	600 - 699	\$97.25	1400 - 1499	\$192.00	4000 - 4099	\$433.00		
	700 - 799	\$109.00	1500 - 1599	\$203.25	5000 - 7000	\$531.00		
Orders of 7000+ Call for charges								