

HINTS FOR BETTER CALENDARS

You can put the month you would like each picture to appear on the back of the photo. When writing on the back of your photos a post-it-note works best. If not, **use a soft pen making sure the ink is dry before stacking**. Make a note of your name on each photo for additional safety. Use a stiff piece of cardboard to protect your photos in the mail. Send drawings, collages or artwork. These will make beautiful CUSTOM CALENDARS.

If you send black & white photos that have turned yellow & would like them reproduced in B & W, simply put on a post-it, & we will produce it in B & W, at no additional charge.

Send color or black & white photos. Any size will work up to 8" x 10". Small wallet size will show more grain when enlarged to the 8" x 10" size. Generally 3" x 5" and up will work the best. We will adjust each photo to fit into your CUSTOM CALENDAR.

Do not send slides, negatives, antique or one of a kind photos, make a copy and send us that. **We cannot use copyrighted photos without written permission of the copyright owner.**

Horizontal photos work best. Vertical photos will work, but will show more white on the sides. Two verticals on one page will fill the page better.

If you put more than 2 photos on one page *you must arrange them* on a white sheet of paper to form your collage, no larger than 11" x 14". **Do not use lined paper or write on the front of the collage as it will show on your CUSTOM CALENDAR. All writing on the front of collages will show on your calendar.**

DELIVERY TIME AND SHIPPING

Our normal shipping is about 7-10 working days from receipt of your order. During December orders will take longer. Orders can be rushed for an additional charge (see order form). Working days are Monday through Friday excluding holidays. Our regular shipping methods are USPS for 1 or 2 calendars & UPS ground for 3 or more calendars. Our goal is to make your calendar the best you have ever seen, in the fastest time possible. We have learned the following things will add additional time to the production of your calendar, no matter what turn-around time you choose. 1. Add 1 day for each 15 special occasions after the first 15; even with special handling. 2. Moving photos from one calendar to another will add at least one week to your delivery time. 3. Script writing, instead of printing. 4. Full lamination adds one day. 5. A different heading option, each month, adds 1 day.

ADDITIONAL CALENDARS

If the pictures & dates are the same, you can make additional calendars at the reduced price. You may change the headings on each calendar for no extra charge. If your dates or photos are different, it cannot qualify as an additional calendar. If photos are moved from one calendar to another they will take longer & each one is an original custom calendar.

AN EXPLANATION OF THE OPTIONS

ADDITIONAL MONTHS

If you want to extend your calendar past 12 months there is a \$2.00 per extra month charge, per calendar.

OPTIONAL PHOTO COVER PAGE

We will reproduce the photo or drawing of your choice on the cover for an additional \$3.95 per cover. If you don't choose this option your heading & "Calendar From" line will be put on the cover page.

FULL LAMINATION

The full calendar can be laminated for an additional \$12.00. Add \$1.00 per additional page if your calendar has more than 12 months. Lamination is of the entire page; we can't laminate just the pictures. We use heavier paper than other companies, so we feel that unless you have a special need, full lamination is unnecessary. This option adds one day to all in house handling options.

LIMITED LIABILITY

Our liability on damaged or lost photos is limited to one replacement roll of film per calendar order.

DIFFERENT HEADING EACH MONTH

If you would like a different heading at the top of each month, there will be an additional charge of \$6.00 per calendar. Print your list of headings on a separate sheet of paper; not on the back of your pictures. Limit your heading to **no more than 40 characters & spaces.**

SEPARATE PHOTO RETURN

This applies only if you are having the photos & calendar shipped to different addresses.

3 DAY IN HOUSE HANDLING

We will have the calendar finished in 3 working days from the time we receive it and on its way back to you. See "**DELIVERY TIME AND SHIPPING**" for further delivery time information. **(CREDIT CARDS ONLY)**

1 DAY IN HOUSE HANDLING

Your order will be ready the next business day after we receive it. **(CREDIT CARDS ONLY)**. See "**DELIVERY TIME AND SHIPPING**" for further delivery time information.

SAME DAY IN HOUSE HANDLING

If we receive your order by 12PM Mon. - Fri. we will ship it by 5PM the same day. **(CREDIT CARDS ONLY)**. See "**DELIVERY TIME AND SHIPPING**" for further delivery time information.