

2016 Tear Sheet Calendar Order Form

This sheet must be completed and returned with your order if you don't use the EZO program.

1. Name of Organization _____ Date _____
Your Name _____ Home Phone () _____
Work Phone () _____ Cell Phone () _____ Fax () _____
Email _____

1A. ALTERNATE CONTACT INFORMATION

Name _____ Phone No. _____
Email _____ Cell No. _____

2. MAIL OUR ACKNOWLEDGEMENT TO:

Name _____
P.O. Box/Street _____
City _____ State _____ Zip Code _____

3. SHIP OUR CALENDARS TO: Street Address ONLY-No P.O. Box

Name _____
Street _____
City _____ State _____ Zip Code _____

2A. EMAIL OUR ACKNOWLEDGEMENT TO:

Name _____
E-mail _____

Ship Via: UPS _____ Other _____

4A. CIRCLE THE (RIBBON BANNER & NUMBERS) COLOR DESIRED:

Red Light Blue Dark Blue Green Purple Gold
ON TRADITIONAL
STYLE ONLY Orange Maroon Black & White
ON APPOINTMENT
STYLE ONLY

4B. CIRCLE THE CALENDAR NUMBERING STYLE DESIRED:

TRADITIONAL
(Large Numbers)

APPOINTMENT
(Small Numbers)

5A. START OUR CALENDAR WITH THE MONTH OF: _____

5B. ARE YOU ENCLOSING SPECIAL INSTRUCTION SHEET? (Located on Page 4) YES NO

6. PLEASE SEND NEXT YEAR'S PROMOTION KIT TO: (Must be filled out even if same as last year.)

Name of Organization _____
Contact Name _____
Street Address _____
City _____ State _____ Zip Code _____
Home Phone () _____ Work Phone () _____ Cell Phone () _____
Email _____ Fax () _____

		Quantity	Price Each	Total
7.	Total Number of Calendars (Please refer to Price Chart on Page 5)	_____	_____	_____
8.	Total Number of Listings (Listing consists of not more than 28 characters and spaces)	_____	15¢	_____
9A.	Total Number of Display (Block) Ad Spaces (NOTE: Minimum advertising set-up charge is \$75.00)	_____	\$6.25	_____
9B.	Total Number of New Ad Logos (List advertisers on Page 4)	_____	\$15.00	_____
9C.	Total Number of Color Display Ads (List advertisers on Page 4)	_____	\$15.00	_____
10A.	Total Lines of Directory Ads & Category Headings (NOTE: Minimum advertising set-up charge is \$75.00)	_____	\$1.20	_____
10B.	Total Number of Directory Ads and/or Category Headings printed in Color (List advertisers or category headings on Page 4)	_____	\$5.00	_____
11A.	Total Number of Color Pictures (Photos/ Logos/Line Art please refer to Price Chart on Page 5) Quantity must match numbers of calendars ordered on line 7 <input type="checkbox"/> Check here if using last year's picture	_____	_____	_____
11B.	New Black & White Picture - (Photo/Line Art/Logo)	_____	\$30.00	_____
11C.	Repeat Black & White Picture - (Photo/Line Art/Logo) <input type="checkbox"/> Check here if using Exactly the Same B&W picture used on your last order	_____	N/C	N/C
11D.	One Color Line Art/Logo (Please indicate color choice and instructions on Special Instructions sheet page 4)	_____	\$15.00	_____
12.	List Specialty Calendar Items/Options (Please refer to Special Items/Options Price Chart on Pages 10 & 11)			

ID#	Description	
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
	Sub-Total	\$ _____

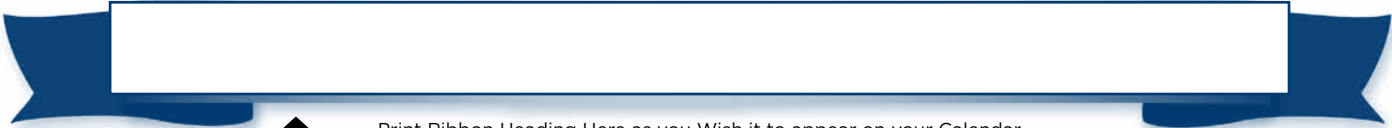
13.	Florida Customers Only (Please Include Appropriate Taxes)	\$ _____
14.	Shipping Charges (Please refer to Price Chart on Pages 6 & 7) <input type="checkbox"/> Check here if NO Brown Calendar bags, mailing envelopes or plastic door knob bags	\$ _____
	Total Amount of Order	\$ _____
15.	Total Amount Enclosed (Check or Money Orders payable to Gordon Bernard Company, LLC must accompany this order)	\$ _____

16. _____
Signature of Purchaser
Title
Date

PHOTOCOPY THIS FORM FOR YOUR RECORDS

Tear Sheet Title Sheet

This sheet must be completed and returned with your order if you don't use the EZO program.



Print Ribbon Heading Here as you Wish it to appear on your Calendar

PLEASE WRITE "SAME AS LAST YEAR" if the "ribbon heading" is to be printed the same as on last year's calendar publication.

OUR _____ ISSUE

The "Our _____ Issue" number proclaims the number of years you have been publishing the calendar in your community. If you DO NOT wish this printed on your calendar, please cross it out and write 'delete' by it.

Calendar Title Line

- | | |
|---|--|
| <input type="checkbox"/> Same as last year | <input type="checkbox"/> Community Birthday Calendar |
| <input type="checkbox"/> School Activities Calendar | <input type="checkbox"/> Community Events Calendar |
| <input type="checkbox"/> Fire Prevention Calendar | <input type="checkbox"/> None |
| <input type="checkbox"/> Other _____ | |

Picture Title *example: Founders Day Parade*

- Same as last year None New _____

Picture Credit *example: Photo by Bill Jones*

- Same as last year None New _____

Picture Sponsor *example: Picture Compliments of Wilson Industries*

- Same as last year None New _____
- Picture Ad - \$6.25 minimum charge includes Commercial Information
- Picture Ad Logo - New Logo charge \$15.00 Black & White, Color charge additional \$15.00

PLEASE TYPE BELOW ANY ORGANIZATIONAL COPY (copy supporting your organization) YOU WISH PRINTED WITHIN YOUR CALENDAR ADVERTISING AREA. You are permitted a total of twelve lines FREE. (2 ad spaces) New logos are \$15.00. You may write "SAME AS LAST YEAR" if the "organizational copy" is to be printed the same as on last year's calendar publication.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Special Instructions Sheet

Submit this sheet and return with your calendar order.

- Please use this form to submit all special instructions relating to your calendar order.
- If additional space is needed, feel free to attach extra notes to this form.
- Please do NOT use this form to submit new and changed ad copy.
- Use the ad sheets in this book if not using our EZO program. www.gordonbernard.com/ez

Notes or Special Instructions

Please List Advertisers Using New Logos Here (Printed in Black & White **OR** Color)

New logo scan cost \$15.00 each - Must include print ready copy or digital file for each new logo

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Please List Advertisers Using Color Here Cost \$15.00 each - Ad instructions must indicate exactly what copy is to be printed in which color & include print ready copy or digital file if necessary

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Please submit just one copy of each Ad or use EZO.

When submitting a business card, cross off any unwanted copy. Remember, you are permitted approximately three lines of copy for a half-space ad and six lines for a single space ad. Refer to back cover for colors.

No glue, tape, ink or staples ON the logos please.

DISPLAY ADVERTISING

CHECK CORRECT BOX

- NEW** _____
- CHANGED** _____
- Half _____
- Single _____
- Double _____
- Other _____

New Logo to be scanned

- Black & White**
- Color**

Text Color

CHECK CORRECT BOX

- NEW** _____
- CHANGED** _____
- Half _____
- Single _____
- Double _____
- Other _____

New Logo to be scanned

- Black & White**
- Color**

Text Color

CHECK CORRECT BOX

- NEW** _____
- CHANGED** _____
- Half _____
- Single _____
- Double _____
- Other _____

New Logo to be scanned

- Black & White**
- Color**

Text Color

CHECK CORRECT BOX

- NEW** _____
- CHANGED** _____
- Half _____
- Single _____
- Double _____
- Other _____

New Logo to be scanned

- Black & White**
- Color**

Text Color
