

# PRINT EXPRESS / COOKBOOK SPECIALISTS



505 20th Ave SW • Independence, IA 50644 • 800-383-1679 | P.O. Box 247 • Audubon, Iowa 50025-0247

Please email form to [book@cookbookspecialists.com](mailto:book@cookbookspecialists.com)



## CALENDAR ORDER FORM

Please Print or Type

**Organization Name:** \_\_\_\_\_ **Contact Name** \_\_\_\_\_

Organization Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Phone ( ) \_\_\_\_\_ Ext. \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Shipping Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Billing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Attn: \_\_\_\_\_ Purchase Order # \_\_\_\_\_

**Date you would like your calendars** \_\_\_\_\_

**Please check:**

	<u>Price/Calendar</u>	<u>Qty</u>	<u>Total</u>
<input type="checkbox"/> 8 1/2 x 11 Flip Calendar (12 pictures)			
<input type="checkbox"/> Front Cover Ads			
<input type="checkbox"/> Back Cover Ad Stub			
	x	=	=
<input type="checkbox"/> 8 1/2 x 11 Tear-Off Calendar (1 picture)			
<input type="checkbox"/> Front Cover Ads			
<input type="checkbox"/> Back Cover Ad Stub			
	x	=	=
<input type="checkbox"/> Custom Size Calendar (specify size - _____ )			
	x	=	=

Months to appear in calendar: \_\_\_\_\_ to \_\_\_\_\_  
(month & year) (month & year)

**Calendar:**  Full Color Grids  Black & White Grids

**Coil Color (Check One)**

Black  White  Red  Green  Blue  Yellow  Orange  Purple  Gray

**Authorized Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**TERMS OF CALENDAR ORDER SHEET:**

The purchaser, hereinafter referred to as Customer, agrees to furnish all personalized material to be published in Customer's calendar.

**PRODUCTION:**

The Company assumes responsibility for scheduling and production of the calendars, normal production time is 14 to 21 days after we receive the complete order. However, the Company reserves the right to adjust production schedules due to heavy seasonal demands, shortages, strikes, or any other reasonable causes whatsoever. The Company cannot promise or guarantee ship dates other than what our information states.

**CORRECTIONS:**

The Company reserves the right to use our judgment on design of artwork for calendar cover, if no definite instructions are given. The Company will endeavor to do our best to produce error-free calendars. However, material submitted by Customers or inadequate final proofing by Customer may result in errors that are not the Company's fault. The Company will correct all errors requested in the event that any subsequent printings are ordered.

**SHIPPING:**

Printed calendars are shipped, freight paid by Customer, in the continental United States. Orders are shipped the best possible way. If Customer requests faster service, (i.e., bus, airfreight, etc.) the Customer will be billed accordingly. Calendars damaged in shipping must be reported within 7 days of receiving. Defective calendars, not due to shipping damage, must be reported to the Company within 30 days of ship date. The Company reserves the right to repair, replace or credit defective calendars.

**PAYMENT:**

Customer will be invoiced the day of shipping. Full payment is due on shipping date.

**CONDITIONS:**

This calendar order sheet is a binding contract between the Company and the Customer. Cancellations after this order sheet is received will still hold the Customer responsible for cost incurred by the Company concerning actual preparation and/or production on order. By signing this agreement it is understood that the customer has the express permission from the business/school/organization (listed above) to enter into this contract.