

2014/2015 POP-UP CALENDAR ORDER FORM

- I'd like to order a 2014/2015 Pre-Designed Stock Pop-Up Calendar
 I'd like to request a quote and sample(s)
 I have a special offer code (please specify): _____

To place your order, please mail or fax this order form to your ASI, PPAI or Sage representative.

Pop-Up Design Number:
Quantity:

Calendar Year Setup:

- Standard (Jan-Dec '15)
 Split Year (July '14-June '15 – *Globe & Shimmer*, addt'l charge)
 Academic Year (Aug '14-July '15 – *Globe & Shimmer*, addt'l charge)
 Foreign Language (please specify): _____

Calendar Imprint:

- Black (FREE)
 One-color, not black (addt'l charge)
 More than one color (addt'l charge)
 Envelope, plain (included FREE)
 Imprinted envelope (addt'l charge)

Ship To:

Name _____
 Title _____
 Company _____
 Address _____
 City _____ State _____ ZIP _____
 Telephone _____ Ext. _____
 Fax _____
 Email _____

Bill To: *(if different from "Ship To" above)*

Name _____
 Title _____
 Company _____
 Address _____
 City _____ State _____ ZIP _____
 Telephone _____ Ext. _____
 Fax _____
 Email _____

Item # or Description	Quantity	Unit Price	Total Price
Pop-Up with FREE Black Imprint			
Pop-Up Imprint Upgrade			
Envelope Imprint Upgrade			
Shipping & Handling Add \$17.50/box, up to 300 pieces per box)			
Tax (CA and IL, add appropriate sales tax)			

Total Order (U.S. Funds Only)	
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Your Method of Payment:

- MasterCard
 American Express
 VISA
 Check/Money Order

Please indicate your charge card number:

Expiration date: _____

Signature: _____

Please note: All Pre-Designed Calendar (Stock) Pop-Ups are available in **Split Year** or **Academic Year** calendar formats for an additional \$50 design fee, with the exception of *Globe* and *Shimmer* which also carry an added surcharge. Foreign languages are also available; please contact your representative for pricing. Specific pricing, file submission guidelines, and imprint parameters are outlined on the second page of this form.

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Imprint Areas



(Imprint Area Shape)

Standard Calendar (Stock) Pop-Up

Top & Bottom Panel Size: 2-1/8" x 2-1/8"

Envelope Size: 6" x 8" (outer edge to edge)

Please note: If you are inserting a card or other flat item with your Pop-Up, the **inside dimension of the envelope is slightly smaller** than the outer dimension shown above. Please check with your sales representative for specific measurements before printing your piece. Generally, however, a 5 1/2" x 5 1/2" insert works best.

File Specifications

How to Provide Imprint Artwork

- Provide a complete digital/production-ready file of your logo and we will apply it FREE.
- Our design studio is Mac-based using Illustrator, Photoshop and InDesign. Please convert all artwork to text paths and outlines.
- Resolution guidelines for line art: 1200 dpi
- Resolution guidelines for tonal art: 300 dpi
- If digital files are not supplied and artwork must be created or retouched, please add an additional design fee of \$75/hour.
- We accept files in the following formats: EPS, JPG, TIFF, PSD
- The following formats are *not* acceptable: WMF, GIF, BMP, Corel Draw, Word, PowerPoint, Quark, PDF.
- ALWAYS send linked graphics, not embedded.
- A fax or photocopy cannot be used as production-ready artwork.
- There is no charge for a PDF or fax proof. There is a \$50 charge for each hard copy proof.
- If production-ready art or digital files cannot be furnished, please contact us for guidelines.

Program	Version	Mac	PC
Illustrator	Up to CS6	Yes	Yes
Photoshop	Up to CS6	Yes	Yes
InDesign	Up to CS6	Yes	Yes

Please convert *all* artwork and text to paths or outlines before submitting.

Pricing

Stock Pop-Up Pricing

	250	500	750	1000	2500	5000	10,000
Pre-Designed Pop-Ups with FREE black imprint	1.18	.94	.85	.76	.69	.67	.59

Prices include two separate spaces for black imprinting on each Pop-Up. Every Pop-Up is inserted into an envelope; then delivered to you flat, unsealed and ready to mail. Please note that there is an additional \$50 design fee for Split and Academic year formats. *Globe* and *Shimmer* will also carry an added surcharge for these formats.

3T, 3U, V

Stock Pop-Up Imprint Options

	250	500	750	1000	2500	5000	10,000
Pre-Designed Pop-Ups with one color imprint, NOT black	1.44	1.07	.94	.83	.71	.68	.60
For each additional imprint color, add the following	.31	.18	.14	.12	.07	.06	.06

3T, 3U, V

Envelope Imprinting

	250	500	750	1000	2500	5000	10,000
Envelope imprinting charge (add per color)	.31	.18	.14	.12	.07	.06	.06

3T, 3U, V

Terms & Conditions

SALES TAX: We are required by law to collect sales tax if the product will be shipped to or billed in the states of CA and IL, unless you provide an appropriate resale or exemption certificate prior to producing the order.

SHIPPING & HANDLING: \$17.50 per box (contiguous 48 states only). Each box contains up to 300 pieces. Shipments are made UPS Ground, FOB our plant unless otherwise specified. All other arrangements billed to customer.

PRODUCTION TIME: Calendar (Stock) Pop-Ups are shipped approximately 2 weeks from receipt of approval for production.

PAYMENT: Orders of less than \$500 must be prepaid by check, credit card, or money order. Sorry, no CODs. On all prepaid orders, there is a shipping & handling charge of \$17.50 for 300 pieces and \$34 for 500 pieces. Companies with satisfactory credit ratings (D&B, ASI) may be billed on orders over \$500 (net 30).

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