

# NAME PERSONALIZED CALENDARS

## How to Process Your Order



### 1 SELECT YOUR CALENDAR STYLE

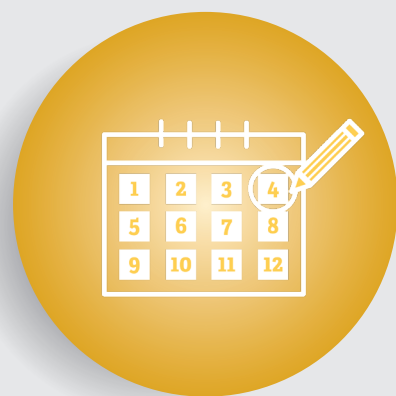
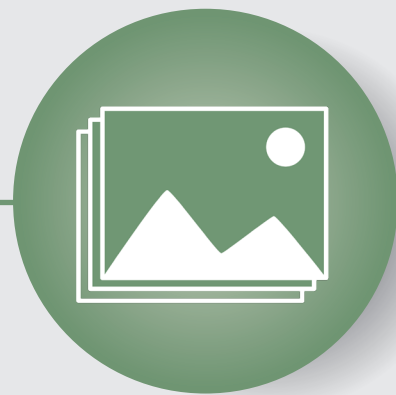
We have 14 calendar styles to choose from, ranging between tent-style, wall, desk-pad and more.

Depending on the style you choose, you may have the option of picking a single or a double-sided print.

### 2 SELECT YOUR IMAGES

You have 3 options when it comes to selecting your images:

- You can select one of our 12 image sets for no additional cost.
- You can swap out up to 3 images of a stock set for an additional set-up.
- You can mix and match your own set from our full image gallery for an additional set-up.



### 3 SELECT YOUR START MONTH

Standard pricing includes 12 consecutive months, starting with any month.

Additional charges will apply for any extra months.

### 4 SETUP YOUR NAMES LIST

Standard pricing includes one excel spreadsheet list of all names, in one tab, and shipping to one location. Only the first name column is required, the last name is optional.

Premium options such as individual mailing or birthday will require additional portions of the template to be filled out.

The template for your names list can be downloaded from our website.



### 5 SETUP YOUR IMPRINT ART

Check the imprint area of your selected calendar style to determine the size of your artwork. The art needs to be in vector format and completely print-ready with correct print colors and typeset information already added.

We can typeset information for your artwork for a setup cost.

### 6 SEND US YOUR PO

To send us your PO, send an email to [orders@bkpress.com](mailto:orders@bkpress.com) with your PO number as the subject. Please send your artwork and names list along with your PO.

Your PO should specify:

- Your calendar style number
- Whether it is single or double-sided print
  - Your selected image set
  - Your start month
- Any premium options and their additional costs (mix and match set, birthday, etc.)

