

NAME PERSONALIZED CALENDARS

How to Process Your Order



1 SELECT YOUR CALENDAR STYLE

We offer 12 unique desk and wall calendar styles! All our calendar styles come standard with double-sided printing.

2 SELECT YOUR IMAGES

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

- Choose one of our 12 free image sets.
- Swap up to 3 images in a stock set for an extra fee.
- Mix and match your own set from our gallery for an extra fee.

2



3 SELECT YOUR START MONTH

Standard pricing covers any month to start and includes 12 consecutive months. Extra months incur additional charges.

4 SETUP YOUR NAMES LIST

Standard pricing includes one Excel spreadsheet with names (first name required, last optional) for one location. Individual mailings or birthday options require additional template sections (template available on our website).

4



5 PREPARE YOUR IMPRINT ART

Check your chosen calendar style's imprint area for artwork size requirements. Artwork needs to be vector format, print-ready with correct colors and typesetting (we offer typesetting for a fee).

6 SUBMIT YOUR ORDER & ART

Email your PO with the PO number in the subject line to orders@bkpress.com. Include your artwork, names list, and the following details in your PO:

6



- Calendar style number
- Selected image set
- Start month
- Any premium options (mix & match, birthday, mailing, etc.) and their costs