



2014 Order Form  
150 Kingswood Drive  
Mankato, MN 56001

3 EASY STEPS to complete your order!

Customer Number \_\_\_\_\_

Priority Code \_\_\_\_\_

**Step 1**

If ordering after November 5<sup>th</sup>, please list your 2<sup>nd</sup> card/calendar choice: \_\_\_\_\_

ITEM NUMBER	QTY.	DESCRIPTION	Step 1 \$ Total

**Calendar/Inside Card Imprint** Five lines available on most cards/calendars.  Please check the box if you would not like any imprint

**NOTE:** Please print your personalization exactly as you would like it printed, paying close attention to capitalization, spelling and grammar.  Exactly the same as previous order's imprint

1
2
3
4
5

**Front Card Imprint** Only available on select cards. This will be noted next to item numbers throughout catalog.  Please check the box if you would not like any imprint

1
2

**Step 2: ENVELOPES**

(All envelopes come with free return address personalization! Please clearly check your selection.)

**Deluxe Desk Calendars**  
 Standard White - 5¢ each  
 White Designer - 10¢ each

**Cards & Calendar Cards**

- Standard White - FREE
- White Designer - 10¢ each
- White Fastick™ - 10¢ each
- White Designer & Fastick™ -15¢ ea.

**Economy Calendars**

- Standard White - 10¢ each
- White Designer - 15¢ each
- White Fastick™ - 15¢ each
- White Designer & Fastick™ -20¢ ea.

**Desk Calendars**

- Standard White - 5¢ each
- White Designer - 10¢ each
- White Fastick™ - 10¢ each
- White Designer & Fastick™ -15¢ ea.

**Wall Calendars**

- Standard White - 25¢ each

**Easel Desk Calendars**

- Standard White - FREE

**Step 2 Total: \$** \_\_\_\_\_

If ordering **Designer**, please circle your design choice. Go online to view designs!  
1) Snowman 2) Flakes 3) Cane 4) Wreath 5) Stocking 6) Bells 7) Gingerbread Man 8) Blue Tree

- No envelopes wanted for this order.
- Exactly the same as previous order's imprint
- Check here if you do not want any imprint.

**Envelope Imprint** (Imprint will be on back flap for all product envelopes.)

1
2
3

**Extra Charges**

E-mailed Proof: \$15  
New Artwork/Logo: \$25  
On File Artwork/Logo: No Charge  
Extra Lines: \$10  
Font Change: \$10  
One Color Change: \$15  
2+ Color Change: \$25

**Customer Guarantee**

We guarantee that your product will be personalized as requested and free of defects or you may replace, exchange or refund your order within 30 days.

Step 1 and Step 2 Added Totals	\$
Extra Charges	\$
Shipping and Handling Charges are Extra	\$
Subtotal	\$
Sales Tax – MN Only (6.875%)	\$
Total	\$

**Step 3**

Look for this symbol when you buy direct!



**Ship To:** Address must be complete for all orders, including filling out the "Contact" line.

Company Name \_\_\_\_\_

Contact \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

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

Phone (\_\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_\_) \_\_\_\_\_

E-mail Address \_\_\_\_\_

Type of Business \_\_\_\_\_

Authorized Signature \_\_\_\_\_

X \_\_\_\_\_

(All orders must be signed and include phone numbers.)

**Special Instructions**

If your company requires a purchase order number for billing purposes, Please write the P.O. on the line below. Then, please attach your purchase order to this form.

Do not send a separate confirmation because your order may be duplicated.

If you would like to participate in the Delayed August Billing Promotion where we would ship your order upon completion and bill you for it August 1<sup>st</sup>, 2014, please check the box. If nothing is checked, your order will be billed our standard terms and shipped upon completion.

**Payment Information**

Partial payment required on first-time orders over \$300.

- I have enclosed my check, plus ground shipping charges, payable to Thayer.
- Please bill my order, plus ground shipping charges, to my company at address given above.
- Please charge my order, plus ground shipping charges, to my credit card number below. (Charges will appear as "Thayer Publishing," our parent company, on your statement.)

Account Number \_\_\_\_\_  
(All major credit cards accepted)

Cardholder's Printed Name \_\_\_\_\_ Exp. Date \_\_\_\_\_

Cardholder's Signature X \_\_\_\_\_

**CordialGreetings.com Call 1-800-257-8276 Fax 1-800-842-9371**