

# 2022 Tear Sheet Calendar Order Form

This sheet must be completed and returned with your order if you don't use the EZO program.

**1.** Name of Organization \_\_\_\_\_ Date \_\_\_\_\_  
Your Name \_\_\_\_\_ Home Phone ( ) \_\_\_\_\_  
Work Phone ( ) \_\_\_\_\_ Cell Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_  
Email \_\_\_\_\_

## 1A. ALTERNATE CONTACT INFORMATION

Name \_\_\_\_\_ Phone No. \_\_\_\_\_  
Email \_\_\_\_\_ Cell No. \_\_\_\_\_

## 2. MAIL OUR ACKNOWLEDGEMENT TO:

Name \_\_\_\_\_  
P.O. Box/Street \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

## 3. SHIP OUR CALENDARS TO: Street Address ONLY-No P.O. Box

Name \_\_\_\_\_  
Street \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

## 2A. EMAIL OUR ACKNOWLEDGEMENT TO:

Name \_\_\_\_\_  
E-mail \_\_\_\_\_

**Ship Via:** UPS \_\_\_\_\_ Other \_\_\_\_\_

## 4A. CIRCLE THE (RIBBON BANNER & NUMBERS) COLOR DESIRED:

Red    Light Blue    Dark Blue    Green    Purple    Gold  
ON TRADITIONAL  
STYLE ONLY    Orange    Maroon    Black & White  
ON APPOINTMENT  
STYLE ONLY

## 4B. CIRCLE THE CALENDAR NUMBERING STYLE DESIRED:

**TRADITIONAL**  
(Large Numbers)

**APPOINTMENT**  
(Small Numbers)

## 5A. START OUR CALENDAR WITH THE MONTH OF: \_\_\_\_\_

**5B. ARE YOU ENCLOSING SPECIAL INSTRUCTION SHEET?** (Located on Page 4)  YES  NO

## 6. PLEASE SEND NEXT YEAR'S PROMOTION KIT TO: (Must be filled out even if same as last year.)

Name of Organization \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Street Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Home Phone ( ) \_\_\_\_\_ Work Phone ( ) \_\_\_\_\_ Cell Phone ( ) \_\_\_\_\_  
Email \_\_\_\_\_ Fax ( ) \_\_\_\_\_

		Quantity	Price Each	Total
<b>7.</b>	<b>Total Number of Calendars</b> (Please refer to Price Chart on Page 5)	_____	_____	_____
<b>8.</b>	<b>Total Number of Listings</b> (Listing consists of not more than 28 characters and spaces)	_____	15¢	_____
<b>9A.</b>	<b>Total Number of Display</b> (Block) Ad Spaces (NOTE: Minimum advertising set-up charge is \$75.00)	_____	\$6.25	_____
<b>9B.</b>	<b>Total Number of New Ad Logos</b> (List advertisers on Page 4)	_____	\$15.00	_____
<b>9C.</b>	<b>Total Number of Color Display Ads</b> (List advertisers on Page 4)	_____	\$15.00	_____
<b>10A.</b>	<b>Total Lines of Directory Ads &amp; Category Headings</b> (NOTE: Minimum advertising set-up charge is \$75.00)	_____	\$1.20	_____
<b>10B.</b>	<b>Total Number of Directory Ads and/or Category Headings printed in Color</b> (List advertisers or category headings on Page 4)	_____	\$5.00	_____
<b>11A.</b>	<b>Total Number of Color Pictures</b> (Photos/ Logos/Line Art please refer to Price Chart on Page 5) Quantity must match numbers of calendars ordered on line 7 <input type="checkbox"/> <a href="#">Check here if using last year's picture</a>	_____	_____	_____
<b>11B.</b>	<b>New Black &amp; White Picture - (Photo/Line Art/Logo)</b>	_____	\$30.00	_____
<b>11C.</b>	<b>Repeat Black &amp; White Picture - (Photo/Line Art/Logo)</b> <input type="checkbox"/> <a href="#">Check here if using Exactly the Same B&amp;W picture used on your last order</a>	_____	N/C	N/C
<b>11D.</b>	<b>One Color Line Art/Logo</b> (Please indicate color choice and instructions on Special Instructions sheet page 4)	_____	\$15.00	_____
<b>12.</b>	<b>List Specialty Calendar Items/Options</b> (Please refer to Special Items/Options Price Chart on Pages 10 & 11)			

ID#	Description	
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
	Sub-Total	\$ _____

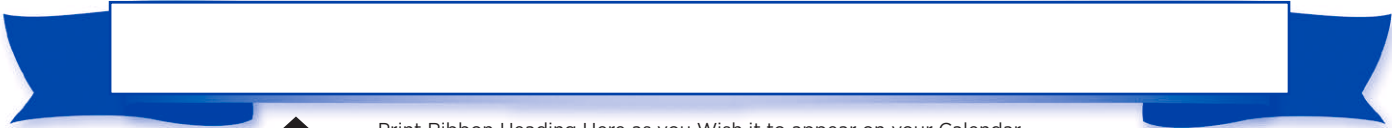
<b>13.</b>	<b>Florida Customers Only</b> (Please Include Appropriate Taxes)	\$ _____
<b>14.</b>	<b>Shipping Charges</b> (Please refer to Price Chart on Pages 6 & 7) <input type="checkbox"/> <a href="#">Check here if NO Brown Calendar bags, mailing envelopes or plastic door knob bags</a>	\$ _____
	<b>Total Amount of Order</b>	\$ _____
<b>15.</b>	<b>Total Amount Enclosed</b> (Check or Money Orders payable to GBC FUNDRAISING must accompany this order)	\$ _____

**16.** \_\_\_\_\_  
Signature of Purchaser
Title
Date

PHOTOCOPY THIS FORM FOR YOUR RECORDS

# Tear Sheet Title Sheet

This sheet must be completed and returned with your order if you don't use the EZO program.



Print Ribbon Heading Here as you Wish it to appear on your Calendar

**PLEASE WRITE "SAME AS LAST YEAR" if the "ribbon heading" is to be printed the same as on last year's calendar publication.**

**OUR \_\_\_\_\_ ISSUE**

The "Our \_\_\_\_\_ Issue" number proclaims the number of years you have been publishing the calendar in your community. If you DO NOT wish this printed on your calendar, please cross it out and write 'delete' by it.

## Calendar Title Line

- |   |  |
|---|--|
| <input type="checkbox"/> Same as last year          | <input type="checkbox"/> Community Birthday Calendar |
| <input type="checkbox"/> School Activities Calendar | <input type="checkbox"/> Community Events Calendar   |
| <input type="checkbox"/> Fire Prevention Calendar   | <input type="checkbox"/> None                        |
| <input type="checkbox"/> Other _____                |  |

## Picture Title *example: Founders Day Parade*

- Same as last year     None     New \_\_\_\_\_

## Picture Credit *example: Photo by Bill Jones*

- Same as last year     None     New \_\_\_\_\_

## Picture Sponsor *example: Picture Compliments of Wilson Industries*

- Same as last year     None     New \_\_\_\_\_
- Picture Ad - \$6.25 minimum charge includes Commercial Information
- Picture Ad Logo - New Logo charge \$15.00 Black & White, Color charge additional \$15.00

PLEASE TYPE BELOW ANY ORGANIZATIONAL COPY (copy supporting your organization) YOU WISH PRINTED WITHIN YOUR CALENDAR ADVERTISING AREA. You are permitted a total of twelve lines FREE. (2 ad spaces) New logos are \$15.00. You may write "SAME AS LAST YEAR" if the "organizational copy" is to be printed the same as on last year's calendar publication.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

# Special Instructions Sheet

**Submit this sheet and return with your calendar order.**

- Please use this form to submit all special instructions relating to your calendar order.
- If additional space is needed, feel free to attach extra notes to this form.
- Please do NOT use this form to submit new and changed ad copy.
- Use the ad sheets in this book if not using our EZO program. [www.gbcbfundraising.com/ez](http://www.gbcbfundraising.com/ez)

## Notes or Special Instructions

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## Please List Advertisers Using New Logos Here (Printed in Black & White **OR** Color)

New logo scan cost \$15.00 each - Must include print ready copy or digital file for each new logo

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<hr/>	<hr/>
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## Please List Advertisers Using Color Here Cost \$15.00 each - Ad instructions must indicate exactly what copy is to be printed in which color & include print ready copy or digital file if necessary

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## Please submit just one copy of each Ad or use EZO.

When submitting a business card, cross off any unwanted copy. Remember, you are permitted approximately three lines of copy for a half-space ad and six lines for a single space ad. Refer to back cover for colors.

**No glue, tape, ink or staples ON the logos please.**

### DISPLAY ADVERTISING

#### CHECK CORRECT BOX

- NEW**  \_\_\_\_\_
- CHANGED**  \_\_\_\_\_
- Half  \_\_\_\_\_
- Single  \_\_\_\_\_
- Double  \_\_\_\_\_
- Other  \_\_\_\_\_

**New Logo to be scanned**

- Black & White**
- Color**

**Text Color**

#### CHECK CORRECT BOX

- NEW**  \_\_\_\_\_
- CHANGED**  \_\_\_\_\_
- Half  \_\_\_\_\_
- Single  \_\_\_\_\_
- Double  \_\_\_\_\_
- Other  \_\_\_\_\_

**New Logo to be scanned**

- Black & White**
- Color**

**Text Color**

#### CHECK CORRECT BOX

- NEW**  \_\_\_\_\_
- CHANGED**  \_\_\_\_\_
- Half  \_\_\_\_\_
- Single  \_\_\_\_\_
- Double  \_\_\_\_\_
- Other  \_\_\_\_\_

**New Logo to be scanned**

- Black & White**
- Color**

**Text Color**

#### CHECK CORRECT BOX

- NEW**  \_\_\_\_\_
- CHANGED**  \_\_\_\_\_
- Half  \_\_\_\_\_
- Single  \_\_\_\_\_
- Double  \_\_\_\_\_
- Other  \_\_\_\_\_

**New Logo to be scanned**

- Black & White**
- Color**

**Text Color**