

A step by step guide for completing your calendar order
Includes Price Lists & Order Forms



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help@gbcfundraising.com www.gbcfundraising.com

Office Hours: Mon - Fri 8:00 a.m. to 4:30 p.m. EST

Calendar Starting Month Submission Deadline

NOT MEETING YOUR DEADLINE DATE COULD DELAY YOUR CALENDAR SHIPMENT.

To have your calendar start with the month you have chosen, please adhere to the schedule below:

CALENDAR TO START WITH THE MONTH OF	COMPLETED ORDER MUST BE IN CINCINNATI BY	CALENDARS WILL BE SHIPPED APPROXIMATELY
-	-	-
JULY	MAY 1	JUNE 15
AUGUST	JUNE 1	JULY 15
SEPTEMBER	* SEE BELOW	AUGUST 15
OCTOBER	AUGUST 1	SEPTEMBER 15
NOVEMBER	SEPTEMBER 1	OCTOBER 15
DECEMBER	SEPTEMBER 15	NOVEMBER 15
JANUARY	* SEE BELOW	DECEMBER 15
FEBRUARY	DECEMBER 1	JANUARY 15
MARCH	JANUARY 1	FEBRUARY 15
APRIL	FEBRUARY 1	MARCH 15
MAY	MARCH 1	APRIL 15
JUNE	APRIL 1	MAY 15

^{*}REPEAT Customers - Your deadline date is listed on the GBC Order Shipping Guarantee found in your promotion packet.

EZO: THE FASTEST WAY TO SUBMIT YOUR ORDER

Visit our website at www.gordonbernard.com where our GB EZ Online Program is available for you to submit your order completely online. New Customers will need to obtain their Username and Password from their Sales Representative.

If you need assistance submitting your order, we can be reached at:

artwork@gbcfundraising.com Questions regarding or submitting your pictures,

logos or artwork

listings@gbcfundraising.com Questions regarding or submitting your listings

sales@gbcfundraising.com Questions for your Sales Representative

help@gbcfundraising.com General questions for order submission

^{*}NEW Customers - Your deadline date will be assigned by your Sales Representative.

Tear Sheet Calendar Order Form

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

Name of Or	ganization					Date	
r Name					Home Ph	one ()	
rk Phone ()	C	Cell Phone ()		Fax ()_	
ail							
- ALTER	NATE CONTAC	T INFORMATIO	ИС				
ne					Phone No		
ail					Cell No		
MAIL OU	R ACKNOWLE	DGEMENT TO:		3. shi	P OUR CALEN	DARS TO: Street	Address ONLY-No P.O. I
ne				Nan	ne		
Box/Street	<u> </u>			Stre	et		
/		State 7ii	n Code	City		State	Zip Code
·			p 0000				
nail							
nail	RCLE THE (RI		ER & NUM	BERS) C	OLOR DESIRE	ED: Orange Maro	on Black & White
4A. CII	RCLE THE (RI	BBON BANNI	ER & NUM	BERS) C	OLOR DESIRE	ED: Orange Maro	
4A. CII	RCLE THE (RI	BBON BANNI Dark Blue	ER & NUM	BERS) Co	Gold ON TRADITIONAL STYLE ONLY	ED: Orange Maro	on Black & White
4A. CII	RCLE THE (RI Light Blue RCLE THE CA TRADITION	BBON BANNI Dark Blue LENDAR NUN	ER & NUM Green	BERS) Co Purple STYLE DI PPOINTM	Gold ON TRADITIONAL STYLE ONLY ESIRED: ENT	ED: Orange Maro	on Black & White
4A. CII Red 4B. CII	RCLE THE (RI Light Blue RCLE THE CA TRADITION (Large Num	BBON BANNI Dark Blue LENDAR NUN AL bers)	ER & NUM Green MBERING S	BERS) Co Purple STYLE DI PPOINTM (Small N	Gold ON TRADITIONAL STYLE ONLY ESIRED: ENT Numbers)	ED: Orange Maro	on Black & White ON APPOINTMENT STYLE ONLY
4A. CII Red 4B. CII	RCLE THE (RI Light Blue RCLE THE CA TRADITION (Large Num	Dark Blue LENDAR NUN AL bers) LENDAR WITH	ER & NUM Green MBERING: A	BERS) Co Purple STYLE DI PPOINTM (Small N	Gold ON TRADITIONAL STYLE ONLY ESIRED: LENT Numbers)	ED: Orange Maro	on Black & White ON APPOINTMENT STYLE ONLY
4A. CII Red 4B. CII	RCLE THE (RI Light Blue RCLE THE CA TRADITION (Large Num	Dark Blue LENDAR NUN AL bers) LENDAR WITH	ER & NUM Green MBERING: A	BERS) Co Purple STYLE DI PPOINTM (Small N	Gold ON TRADITIONAL STYLE ONLY ESIRED: LENT Numbers)	ED: Orange Maro	on Black & White ON APPOINTMENT STYLE ONLY
4A. CII Red 4B. CII	RCLE THE (RI Light Blue RCLE THE CA TRADITION (Large Num	Dark Blue LENDAR NUN AL bers) LENDAR WITH	ER & NUM Green MBERING: A	BERS) Co Purple STYLE DI PPOINTM (Small N	Gold ON TRADITIONAL STYLE ONLY ESIRED: LENT Numbers)	ED: Orange Maro	on Black & White ON APPOINTMENT STYLE ONLY
4A. CII Red 4B. CII 5A. STA	RCLE THE (RI Light Blue RCLE THE CA TRADITION (Large Num ART OUR CAL E YOU ENCLO	BBON BANNI Dark Blue LENDAR NUN AL bers) LENDAR WITH	Green MBERING S A H THE MO	BERS) CO Purple STYLE DI PPOINTM (Small N NTH OF:	Gold ON TRADITIONAL STYLE ONLY ESIRED: ENT Numbers) SHEET? (Local	ED: Orange Maro	ON Black & White ON APPOINTMENT STYLE ONLY
4A. CII Red 4B. CII 5A. ST. 5B. AR	RCLE THE (RI Light Blue RCLE THE CA TRADITION (Large Num ART OUR CAL E YOU ENCLO	BBON BANNI Dark Blue LENDAR NUN AL bers) LENDAR WITH DSING SPECIA AR'S PROMOT	Green MBERING S A H THE MO AL INSTRU	BERS) CO Purple STYLE DI PPOINTM (Small N NTH OF: JCTION S D: (Must b)	Gold ON TRADITIONAL STYLE ONLY ESIRED: ENT Numbers) SHEET? (Local	Orange Maro	ON Black & White ON APPOINTMENT STYLE ONLY
4A. CII Red 4B. CII 5A. ST. 5B. AR PLEASE ST. The of Organ	RCLE THE (RI Light Blue RCLE THE CA TRADITION (Large Num ART OUR CAL E YOU ENCLO SEND NEXT YE nization	BBON BANNI Dark Blue LENDAR NUN AL Bers) LENDAR WITH DSING SPECIA AR'S PROMOT	Green MBERING S A H THE MO AL INSTRU	BERS) CO Purple STYLE DI PPOINTM (Small N NTH OF: JCTION S D: (Must b)	Gold ON TRADITIONAL STYLE ONLY ESIRED: ENT Numbers) SHEET? (Local	Orange Maro	on Black & White ON APPOINTMENT STYLE ONLY YES NO year.)
4A. CII Red 4B. CII 5A. STA 5B. AR PLEASE S me of Organ ntact Name	RCLE THE (RI Light Blue RCLE THE CA TRADITION (Large Num ART OUR CAL E YOU ENCLO SEND NEXT YE nization	BBON BANNI Dark Blue LENDAR NUN AL bers) LENDAR WITH DSING SPECIA AR'S PROMOT	Green MBERING S A H THE MO AL INSTRU	BERS) CO Purple STYLE DI PPOINTM (Small N NTH OF: JCTION S D: (Must b	Gold ON TRADITIONAL STYLE ONLY ESIRED: ENT Numbers) SHEET? (Local	Orange Maro	ON Black & White ON APPOINTMENT STYLE ONLY
4A. CII Red 4B. CII 5A. ST. 5B. AR PLEASE 9 The of Organitact Name eet Address	RCLE THE (RI Light Blue RCLE THE CA TRADITION (Large Num ART OUR CAL E YOU ENCLO SEND NEXT YE nization	BBON BANNI Dark Blue LENDAR NUN AL abers) LENDAR WITH DSING SPECIA AR'S PROMOT	ER & NUM Green MBERING S A H THE MO AL INSTRU	BERS) CO Purple STYLE DI PPOINTM (Small N NTH OF: JCTION S D: (Must b)	Gold ON TRADITIONAL STYLE ONLY ESIRED: ENT Numbers) SHEET? (Local	Orange Maro	on Black & White ON APPOINTMENT STYLE ONLY YES NO year.)
4A. CII Red 4B. CIII 5A. STA 5B. AR PLEASE S me of Organ ntact Name eet Address	RCLE THE (RI Light Blue RCLE THE CA TRADITION (Large Num ART OUR CAL E YOU ENCLO SEND NEXT YE nization	BBON BANNI Dark Blue LENDAR NUN AL bers) LENDAR WITH DSING SPECIA AR'S PROMOT	ER & NUM Green MBERING S A H THE MO AL INSTRU	BERS) CO Purple STYLE DI PPOINTM (Small N NTH OF: JCTION S D: (Must b)	Gold ON TRADITIONAL STYLE ONLY ESIRED: IENT Numbers) SHEET? (Local De filled out ever	Orange Maro	on Black & White ON APPOINTMENT STYLE ONLY YES NO year.)

	Quantity	Price Each	Iota
Total Number of Calendars (Please refer to Price Chart on Page 5)			
Total Number of Listings (Listing consists of not more than 28 characters and spaces)		15¢	-
Total Number of Display (Block) Ad Spaces NOTE: Minimum advertising set-up charge is \$75.00)		\$6.25	
Total Number of New Ad Logos (List advertisers on Page 4)		\$15.00	
Total Number of Color Display Ads (List advertisers on Page 4)		\$15.00	
Total Lines of Directory Ads & Category Headings NOTE: Minimum advertising set-up charge is \$75.00)		\$1.20	
Total Number of Directory Ads and/or Category Headings printed in Color List advertisers or category headings on Page 4)		\$5.00	
Total Number of Color Pictures (Photos/ Logos/Line Art please refer to Price Chart on Page 5) Quantity must match numbers of calendars ordered on line 7 Check here if using last year's picture			
New Black & White Picture - (Photo/Line Art/Logo)		\$30.00	
Repeat Black & White Picture - (Photo/Line Art/Logo) Check here if using Exactly the Same B&W picture used on your last order		N/C	N/C
One Color Line Art/Logo (Please indicate color choice and instruction on Special Instructions sheet page 4)	ns	\$15.00	
List Specialty Calendar Items/Options (Please refer to Special Item	s/Options Price Chart o	n Pages 10 & 11)	
ID# Description			
		¢	
		\$	
		\$	
		\$	
		\$	
	Sub-Total	\$	
Florida Customers Only (Please Include Appropriate Taxes)			
Shipping Charges (Please refer to Price Chart on Pages 6 & 7)			
	Total Amount of Ord		
Total Amount Enclosed		\$	
	v IIC must accomp		
(Check or Money Orders payable to Gordon Bernard Compan	iy, EEO iiiast accoiiip		
(Check or Money Orders payable to Gordon Bernard Compan	iy, LLO must accomp		

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	
-	е
as on last year's calendar publication.	
OURISSUE	
The "OurIssue" number proclaims the number of years you have been publishing the calendar in community. If you DO NOT wish this printed on your calendar, please cross it out and write 'delete' by	
Calendar Title Line	
Same as last year Community Birthday Calendar	
School Activities Calendar Community Events Calendar	
Fire Prevention Calendar None	
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 WI PRINTED WITHIN YOUR CALENDAR ADVERTISING AREA. You are permitted a total of twelve lines	
(2 ad spaces) New logos are \$15.00. You may write "SAME AS LAST YEAR" if the "organizational co	
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.gbcfundraising.com/ez

Special Instructions	
ist Advertisers Using New Logos Here (Printed	
scan cost \$15.00 each - Must include print ready c	copy or digital file for each new logo
ist Advertisers Using Color Here Cost \$15.00 e d in which color & include print ready copy or digita	each - Ad instructions must indicate exactly what copy is
This which color a melade print reday copy of digite	arme ir riceessury

Instructions for Your Tear Sheet Order Form

This information page references the order form located on pages 1 and 2 of this booklet and is designed to assist you in the completion of the order form.

Should you have any questions or need further assistance, please contact your area Sales Representative using the information provided on page 8 and 9 of this order booklet. You may also contact our Home Office Toll Free at 1.800/531.1484 or in the Cincinnati area at 248.7600.

- 1. Organization name and contact person information to be placed here.
- 1A. In case you are not available from 8:00 a.m. to 4:30 p.m. EST to answer any questions we may have about your order, please provide us with the name and phone number and email address of a person we can contact for information or to leave a message for you.
- 2. Order Acknowledgement will be sent after your order has been edited. The information in this section is where the order Acknowledgement will be mailed.
- **2A.** If you prefer to have your Acknowledgement emailed, provide your information here.
- **3.** Fill out the name and address of where you wish your calendars to be shipped. Please give us a specific street address. Orders are shipped via UPS unless requested otherwise.
- **4A.** As you choose your desired calendar color, we suggest choosing a color that will complement and highlight your color photograph. If you choose Gold and appointment, the numbers in the date blocks will be changed to black & white appointment style. The calendar ad portion will use Gold for your ribbon banner.
- **4B.** As you choose your calendar numbering style, remember Traditional (large numbers) are printed in the center of each date block. Appointment (small numbers) are printed in the upper right hand corner of each date block.

- **5A.** Indicate the starting month of your calendar.
- 5B. If you have any special instructions for us, check the box. Be sure to fill out the Special Instruction Sheet found on page 4 and return to us with your order.
- **6** Determine to whom you want next year's Promotion Kit to be sent and enter this information on line 6. The Promotion Kit will be shipped approximately six months before your next calendar order is due.
- 7. Indicate the number of calendars you need to order. If your organization gives free calendars to advertisers, be sure to add this number to your total. Refer to page 5, "Tear Sheet Price Chart" to determine their cost.
- f 8. Indicate the total number of listings (birthdays, anniversaries, and meetings) you wish to have printed.
- **9A.** Indicate total number of **Display (Block) Ad spaces.** All Display Ads are printed in black ink unless the use of color is indicated in Section 9C of this order form. Please do not send duplicate copies of ads. Minimum Ad Set-up charge \$75.00.
- **9B.** Indicate total number of new Display Ad logos to be created. List all ads requiring a new logo to be made on Page 4 and return page 4 with your **order.** Please submit print-ready copy and instructions or a digital file for each of these ads. Use the pages provided in this order booklet beginning on page 26 or using the advertising modules in EZO.
- **9C.** This section refers to the total number of Display Ads requiring Color, which is the use of color ink instead of or in addition to black. Please submit instructions and color choice for each of these ads using the pages provided in this order booklet beginning on page 26. The charge for color is \$15.00 per ad every year the ad is printed in color.

List All Ads using Color on Page 4.

10A. Indicate total number of Directory Ads & Category Headings. All Directory Ads will be printed in black ink unless the use of color is indicated in Section 10B of this order form. Please refer to pages 20 and 21 of this order booklet for further instructions on how to submit Directory Ads. There is space for approximately 270 Directory Ads and Category Headings combined using our standard size type as it appears on page 21 of this order booklet. Of course, more than 270 ads/headings may be accommodated with the use of a smaller size type. You can also use the Directory Ad module in EZO to submit your directory ads.

10B. Directory Ads and/or Category Headings can be printed in **COLOR**. This fee applies every year the line is printed in a color. The cost is \$5.00 per ad or category heading. Enter the number of ads or category headings on Line 10B.

11A. This section is for customers desiring to use a color photograph, logos or line art and this total should match the total number of calendars ordered on line 7. Please refer to page 5 of this order booklet to determine color photo pricing. Submit your color photo and information with your order.

All Customers - Please refer to page 24 of this order booklet for further instructions and explanations regarding the submission of photographs, line art, logos and emblems. Please check box if using same picture as on your last calendar.

11B. This section only applies to customers desiring their photo/line art/logo to be black/white. Please submit the photo/line art/logo with your order.

11C. This section only applies to customers desiring to print the exact same black & white photo/line art/logo as last year. Please check box if using same picture subject as on your last calendar.

11D. Use this section if you want a new or repeat line art/logo/emblem printed in lieu of a photo and in one color other than black. Please use Special Instructions on page 4 of this order booklet and submit your line art/logo/emblem with your order.

12. Enter any miscellaneous charges incurred for special printing on your calendar (such as special fire prevention messages). For information and pricing on such items, see pages 10 & 11 or contact your area Sales Representative or the Gordon Bernard Company Home Office at 1-800/531-1484.

13. Florida customers only - Please include appropriate taxes.

14. Determine your shipping charges by using the charts on Page 7 of this booklet. If your order is for more than 775 calendars, you qualify for a special rate from UPS. Call your Sales Representative or the Gordon Bernard Company Home Office at 1-800/531-1484.

15. Mail the check or money order made payable to **Gordon Bernard Co., LLC**.

Payment must be received before your order is processed.

16. Sign and date your order. Be sure to make a copy of everything you are sending to us at this time for your files.

17. Title Sheet Information is actually located on page 3 of this order booklet and is very important to your order. This provides information as to your ribbon heading, issue number, calendar title, photograph information and organizational copy.

Be sure to include this form with your calendar order.

Please mail your complete calendar order to the address listed below, preferably by Priority Mail with tracking.

GORDON BERNARD CO., LLC

22 Whitney Drive
Milford, Ohio 45150-9781
Toll Free 1.800.531.1484
Cincinnati Area 248.7600
Fax 513.248.7606
Email: help@gbcfundraising.com
www.gbcfundraising.com

Guide to Preparing Advertising Copy

New Customers must submit all copy.

Display Ads - Follow D and page 15 for instructions. Directory Ads - See page 21 for Instructions.

Repeat Customer Follow A, B, C, D and page 15 for instructions.

PLEASE RETURN YOUR CALENDAR BACK AND ONE SET OF ADVERTISING SHEETS WITH YOUR ORDER!

A. IF USING ALL DISPLAY (BLOCK) STYLE ADS

The calendar back (ad portion) from your last publication SHOULD BE MARKED AND RETURNED ALONG WITH YOUR ORDER. If an advertisement stays EXACTLY the same, nothing needs to be done. We will print it exactly the same as it was last year.

If an ad is to be completely deleted, mark an obvious "X" through that ad on your calendar back. Any ad that is "X'd" through on the calendar, and does not appear on these sheets, we will assume that ad is to be deleted from this year's calendar.

If there is ANY change in an ad (size, text, color, logo), mark an obvious "C" through that ad. Then, on the sheets provided in the back of this ORDER BOOKLET, type the changed advertising copy (the entire ad or the copy that is to be deleted or changed) or ANY NEW ADS (including any logos). See pages 18 & 19 for examples.

Also, unless we are instructed differently, we will place the changed ad in the same location as last year, and any new ads will be placed in available locations. See pages 22 & 23 for examples.

You can also use the EZO display modules to submit this information.

B. IF USING A COMBINATION OF DISPLAY & DIRECTORY STYLE ADS

Follow previous instructions on how to submit your DISPLAY ads and follow C below for submitting directory ads.

C. HOW TO SUBMIT DIRECTORY STYLE ADVERTISING COPY

Please submit your directory ads on plain paper or computer print out. See pages 20 & 21 for Setup.

Use the following procedure when submitting your directory ad list: in the DELETED column, note all ads that are to be DELETED ENTIRELY from your calendar this year. Be sure to put the category heading and then the ad that is to be deleted. CROSS OFF deleted ads on your calendar back as shown on page 20. In the CHANGED column, note any ads that were on last year's calendar but are being changed somehow this year. Once again, include the category heading. CIRCLE changed ads on your calendar back as shown on page 20. In the NEW column, note any ads that are being added to this year's calendar (type the entire ad) along with the category heading.

We will assume that any directory ad that is not listed on your typing sheet as either a deletion, new or a change should be printed exactly the same as last year under the same category heading. Please see example on page 20.

You can also use the EZO Display and Directory Advertising modules to submit this information.

D. COLOR ADS

Any part of a Display Ad or any Directory Ad can be printed in COLOR. The charge is \$15.00 per Display Ad, \$5.00 for a directory line or category heading. List ALL Display Ads in color in the appropriate place on page 4.

BUSINESS CARDS

If you wish to submit a business card instead of typing out the ad copy, please do the following: Affix the business card to the ad sheets at the back of this order booklet.

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.

If more than one logo is on a business card, please cross out the logos you don't want.

If using EZO, use Electronic Transfer:

- Website upload: click on the FTP button on home page at www.gbcfundraising.com and follow the instructions. (preferred method)
- Email: artwork@gbcfundraising.com
- Be sure to identify your group, city and state and account number.

You may choose to mail your cards with your order.

LOGOS, EMBLEMS OR SPECIAL TYPE

What falls under this category? Basically, anything other than our standard type. (special lettering or artwork, a business's emblem or trademark, etc.)

Please send original (from letterhead, business card, etc.) of the logo or lettering and digital file if available.

Please DO NOT STAPLE, TAPE, GLUE, DRAW OR MARK on the logo itself. Any marks, etc. will show up when the reproduction is made.

New logo scans will cost \$15.00 (the first time it is made). If this is used again in subsequent years, and the logo remains the same, there is no further scan charge for a logo printed in black ink. However, color charges are billed each year.

Please affix the copy on the advertising sheet in this order booklet. BE SURE to check the block authorizing a logo to be scanned. LIST ADS REQUIRING NEW LOGO SCANS ON PAGE 4. If authorization is not given (the block checked) we will assume the ad copy should be set in our standard type only!

If an ad is to be color (any color other than black), please check the appropriate box. There is a \$15.00 charge for each ad printed in color EVERY year the ad is printed. The one-time logo scan charge applies only to the first year we have to scan the logo and assumes no changes to the logo itself. An additional \$15.00 charge will apply if the current logo changes. List ads printed in color on page 4.

If using EZO, use Electronic Transfer:

- Website upload: click on the FTP button on home page at www.gbcfundraising.com and follow the instructions. (preferred method)
- Email: artwork@gbcfundraising.com
- Be sure to identify your group, city and state and account number.

For complete balance and the overall appearance of your calendar, we ask that Ad placement be left to the judgement of our typesetters.

Display Ad Sizes

Samples and Actual Ad Sizes



(on page 17 not to scale)







Carrier Refrigeration Ice Machines



KENWOOD PHARMACY



Prescription Specialist - Friendly Service Cosmetic Specialist Phone 378-5567 **Ask About Our Family Record Plan**

RAMEY'S



PETERSON'S PIZZA PARLOR

5389 Ridge Avenue Phone 886-9176



WILLIAM SCHMIDT Agent Phone 383-7552 4351 Reeves Lane



ANDERSON FAMILY DINER

Homecooked Meals Served Daily - Breakfast - Lunch - Dinner Phone 378-5567

Try Our All-You-Can-Eat Sunday Brunch 11am -1pm Susan and Bob Anderson – Owners since 1972





Please note if you have more than 36 ads, Ad sizes will vary.



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 CORREC	т вох		New Logo to be
NEW		JoAnn's	scanned
CHANGED	X ·	FLOWER SHOP	Black & White
Half		5 Change years of	X Color
Single	X ·	Service to 23 years	Tout Colon
Double		Add logo in green	Text Color
Other			
			Navy Lawa ta ba
CHECK CORREC	т вох	LIVE OAK	New Logo to be scanned
NEW		AUTO PARTS	Scalilled
CHANGED	X		Black & White
Half		Change to Single Ad	X Color
Single	XI ·	Add Color logo	Text Color
Double		Insert Address	Text Color
Other		823 Wing Ave.	
CHECK CORREC	т вох		New Logo to be
NEW		JERRY MILLER	scanned
CHANGED	X	PRO SHOP	
Half		Insert address	Black & White
Single	<u> </u>	384 Mirror Lane	Color
Double		Put entire ad in	Text Color 🔼
Other		dark blue	dark blue
Other			
CHECK CORREC	т вох		New Logo to be
	**	4	
NEW	X	MID-TOWN GROCERY	scanned
CHANGED	X	665 Godby Ave.	
		WIID-TOWN GROCERY	scanned
CHANGED		665 Godby Ave.	scanned Black & White Color
CHANGED Half		665 Godby Ave. M-Sat. 7-10 Sun. 12-6	scanned Black & White
CHANGED Half Single		665 Godby Ave. M-Sat. 7-10 Sun. 12-6 Phone 389-6428	scanned Black & White Color

For Repeat Customers ONLY

IMPORTANT:

MARK AND RETURN YOUR CALENDAR AD PORTION WITH YOUR ORDER!!





Example of how to submit ad copy for changed and new ads is found on Page 18.

Return your most recent calendar advertising back ad portion with deletions indicated by an "X", and changes indicated by a "C" through the ad, along with your new or changed ad copy.

Your advertising copy is now complete.

NOTE: When submitting copy please check the appropriate boxes (New or Changed Ad, and Ad size).



FOR DELETIONS AND CHANGES IN "DIRECTORY STYLE ADS"

Please see Page 20 and 21 for directions and examples.

For Repeat Customers ONLY

IMPORTANT: FOLLOW THIS TEAR SHEET SAMPLE AND PAGE 14 FOR CHANGED AND DELETED DIRECTORY ADS. RETURN THIS CALENDAR AD PORTION WITH YOUR ORDER.

Please note! Submit directory ads as shown below, OR submit a complete new list.

Mail us your most recent calendar back ad portion along with your list of deleted, changed and new copy. Your advertising copy is now complete.





CHANGED Directory Ads should be CIRCLED on calendar back as shown on sample. Submit your ads as shown.

DO NOT MARK changed info on the calendar back.

<u>CHANGED</u>	
DRUG STORES Elm Square Pharmacy	471- <u>5806</u>
MOVERS Kemps Transfer	699-3824
REAL ESTATE Century 21	<u>536</u> -8725

(Please underline where changes are being made as in the example shown above.)

NEW Directory Ads should be submitted with all completed information as shown.

	NEW	
GIFT SHOPS Nancy's Gifts	583-5911	
LUMBER COMPANIES Williams Lumber Co.	699-2389	
REAL ESTATE Coldwell Banker	567-1923	Red
RESTAURANTS Prime n' Wine	465-2598	Dork
SHOES Kinney Shoes	325-4537	Dark Blue

Sample of How to Setup and Submit Category Headings and Directory Ads

If color is to be used, circle the line of advertising copy or category heading and indicate to the right which ink color is to be used. Cost is \$5.00 per line. See sample below.

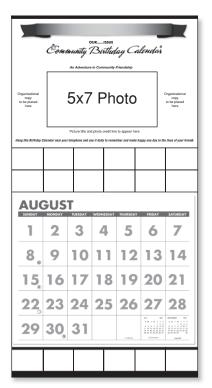
ACCOUNTANTS		
Evergreen Tax Service		
Joe Rippe, CPA	.583-6825	—Red
AIR CONDITIONING		
Buff Electric	.583-7905	
Pierce Refrigeration	.583-9077	
BANKS		
State Bk. of Richland	.537-6274	
First Sav. Bank		
DENTISTS		
Tim Pohlman, DDS	587-2580	
Charles Pope, DDS		
DRUG STORES	.007 0074	
Elm Square Pharmacy	//71_6006	
Westport Pharmacy		
	.472-3397	
ELECTRIC SERVICES	040.0044	
Ralph's Electric		
James W. Arwood Elec	.646-6252	
FUNERAL HOMES		
Gordon C. Emerick		
Crestwood	.646-5312	
FURNITURE STORES		
Peter Brough-Maker	.371-1084	
GARDEN SUPPLIES		
Hudson Valley Garden	.588-5433	—Green
Sky Nursery	.586-8201	—Green
GROCERY STORES		
Buffalo Mt. Co-op		
Carlton's Foodland	.465-6806	
Owen's Clover Farm		
Kroger's	.465-8615	
INSURANCE COMPANIES		
Blake Stainback Ins	.587-3820	—Dark Blue
Safe Co. Insurance	.586-2594	
LAW OFFICES		
Edwin W. Free, Jr	.586-4957	
Gill Roger, Esq	.537-2996	
PHYSICIANS		
Dr. James Hawley	.472-0753	
RESTAURANTS		
Argentina's Rest	.537-6527	
The Candlewood		—Maroon
	.465-8223	
Rusty's		
Rusty's WRECKER SERVICE	.696-2384	a.oo
Rusty's	.696-2384	

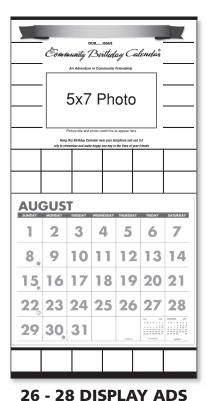
Please note! If possible, when typing your advertising copy, we ask that you keep space between business name and phone numbers to a minimum. Remember, business name and phone number should be limited to approximately 35 characters and spaces.

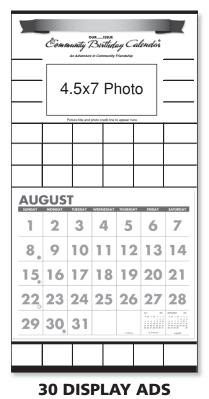
Sample Tear Sheet Layouts Using Display Advertising

Submit with order only when a specific ad placement is necessary. SEND this layout sheet marked with numbers or letters corresponding with numbers or letters marked next to the ad copy on the ad sheets.

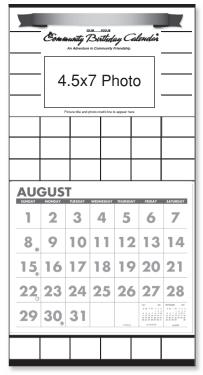
Photo sizes are approximate - size could vary due to the number of ads and text on the calendar.







18 DISPLAY ADS

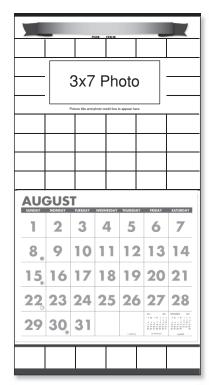


3.5x7 Photo

Picture title and photo credit fine to appear have

AUGUST

SURGAY NOTICES RESEAV INCREDIALY INCREDIAL I



32 DISPLAY ADS

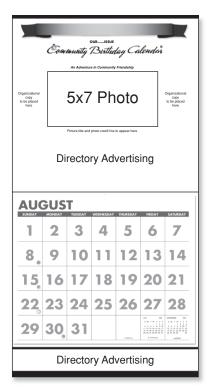
36 DISPLAY ADS

42 - 44 DISPLAY ADS

Sample Tear Sheet Layouts Using Display and/or Directory Advertising

Submit with order only when a specific ad placement is necessary. SEND this layout sheet marked with numbers or letters corresponding with numbers or letters marked next to the ad copy on the ad sheets.

Photo sizes are approximate - size could vary due to the number of ads and text on the calendar.





All Directory Advertising



3.5x7 Photo

Price 1th and photo credition to appear hore

Directory Advertising

AUGUST
1 2 3 4 5 6 7
8 9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30 31

6 Display plus Directory Advertising

3.5x7 Photo

3.5x7 Photo

AUGUST

SURGAY ROBERT RESEAT NECESSAY REGISTANT FROM A SATERIOAN
1 2 3 4 5 6 7
8 9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30 31

18 Display plus Directory Advertising

24 Display plus Directory Advertising

30 Display plus Directory Advertising

Photo and Artwork Submission Guidelines

PHOTOS

- 300 dpi or dots per inch at print size (minimum 7 inches wide) We prefer the original unaltered file from the camera when possible
- Original traditional photographic prints for scanning
- If you are doing your own scanning, please make sure to scan at a minimum of 300 dpi at print size
- Save as a jpg, tiff or eps

ARTWORK AND LOGOS

- Graphics and Images: 300 dpi at finished size
- Line Art: 600 dpi at finished size
- · Save as jpg, tiff, eps
- Graphics and Line Art can also be submitted as Adobe Illustrator eps or ai files

SENDING YOUR PHOTOS AND ARTWORK

ACCEPTABLE MEDIA:

- CD or DVD Mac or Windows
- USB FLASH DRIVE Mac or Windows Be sure to identify your group, city and state and the account number

ELECTRONIC TRANSFER:

- Website upload: click on the send a file button on the home page at www.gbcfundraising.com and follow instructions (preferred method). Or click on File upload when logged into EZO
- Email: artwork@gbcfundraising.com (Please do not downsample or resize your photos when emailing) Be sure to identify your group, city and state and the account number

Additional Information

Copyright Policy

If the content you are using for your picture subject is protected by copyright, you must obtain permission from the appropriate party allowing us to reprint the photo/artwork.

Acceptable Submissions:

- Completed picture envelope with signature.
- Completed picture release form found on our website at www.gbcfundraising.com/ Resources/Forms.aspx
- Written letter granting Gordon Bernard Company permission to reprint photo/artwork with appropriate signature and date. Your organization should be referenced.

Retouching Requests

You may want to digitally alter or remove unwanted items from your picture. If this is the case, please include specific instructions on the Special Instructions sheet on page 4. A customer service representative will contact you to verify the details of your request and discuss additional charges involved.

Collage

You may create a collage and submit it as one picture. There will be an additional charge if you send us multiple pictures and ask us to create a collage for you.

We will always acknowledge an e-mail during the next business day. If you don't receive a reply from us, we probably did not receive your e-mail.

Your photo prints will be returned with your calendars. If your shipment includes more than one box, there will be a sticker on the outside of the box that contains your picture materials.

Preparing Listing Copy

Listings are the information (such as birthdays, anniversaries, community/school events or meetings) that will appear on the date blocks of your calendar.

Please submit your listings using our EZO program at: www.gbcfundraising.com/order/ezo

Here are some tips for entering your listings:

- When you set the starting month for your calendar, make sure that you delete the events from last year.
- Do not type your listings in all caps. This makes them very hard to read for both our proofreaders and your customers.
- Type your listings exactly as you want them to appear on the calendar.
- Each listing should be entered separately by selecting the date and listing type.
 Listings can be associated with a Household and Salesperson if you wish to use these modules for tracking your sales.
- A one-line listing can accommodate approximately 28 characters and/or spaces.
- Our listings editors may rearrange the listings when setting up your calendar.
 If you would like your listings to show up in any certain order, you MUST request this on the Special Instructions portion of your order form.

• If you have questions or problems while working on your listings, please contact: **listings@gbcfundraising.com**.



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 CORREC	т вох	New Logo to be
NEW		 scanned
CHANGED		 Black & White
Half		 Color
Single		Text Color
Double		Text color
Other		
CHECK CORREC	т вох	New Logo to be
NEW		 scanned
CHANGED		 Black & White
Half		 Color
Single		 Text Color
Double		lext color
Other		
CHECK CORREC	т вох	New Logo to be
NEW		 scanned
CHANGED		Black & White
Half		 Color
Single		 Tout Colon
Double		 Text Color
Other		
CHECK CORREC	т вох	New Logo to be
NEW		scanned
CHANGED		 Black & White
Half		Color
Single		_
Double		 Text Color
Other		



GBC Fundraising

22 Whitney Drive, Milford, OH 45150

Phone: 1.800.531.1484 • Fax: 513.248.7606

help@gbcfundraising.com www.gbcfundraising.com

Office Hours: Mon - Fri 8:00 a.m. to 4:30 p.m. EST

We will always acknowledge an e-mail during the next business day. If you don't receive a reply from us, we probably didn't receive your e-mail.

ADAM HEUER

22 Whitney Drive Milford, OH 45150 800.531.1484 ext. 144 513.248.7606 Fax aheuer@gbcfundraising.com

CHIA (KIA) MENCHEN

22 Whitney Drive Milford, OH 45150 800.531.1484 513.248.7606 Fax cmenchen@gbcfundraising.com

KARYL MENCHEN

22 Whitney Drive Milford, OH 45150 800.531.1484 ext. 121 513.248.7606 Fax kmenchen@gbcfundraising.com

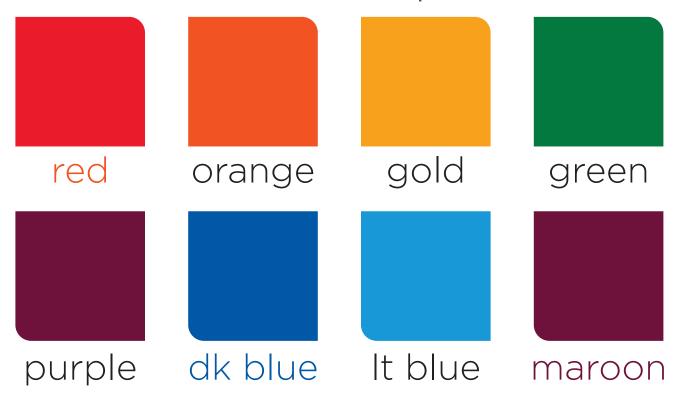
ADAM MITCHELL

22 Whitney Drive Milford, OH 45150 800.531.1484 ext. 104 513.248.7606 Fax amitchell@gbcfundraising.com

RICK PETERSON

28725 Prairie Rose Lane Red Wing, MN 55066 651.388.6812 & Fax 651.385.0030 800.658.2453 Toll Free rickpeterson@kmwb.net

Color Samples



The GBC fundraising offers eight brilliant colors for Customized Calendars & other specialty products.

Visit us online for information on other great fundraising products from GBC fundraising.

www.gbcfundraising.com

Community Birthday Calendar®
Fire Safety Calendar School Activities Calendar
Pictorial Calendar • Pocket Planners





22 Whitney Drive, Milford, OH 45150 Phone: 1.800.531.1484 • Fax: 513.248.7606 help@gbcfundraising.com www.gbcfundraising.com

Office Hours: Mon - Fri 8:00 a.m. to 4:30 p.m. EST