

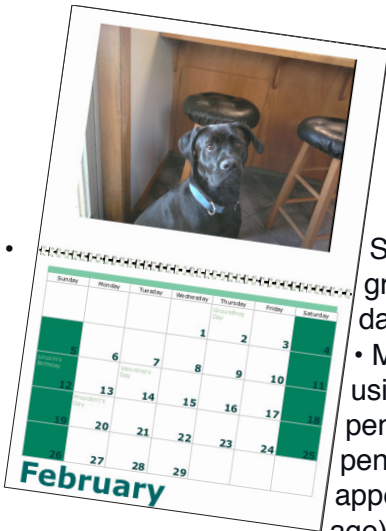


Personalized Calendars

Ordering Information and Guidelines

PERSONAL DATES & EVENTS

PHOTO & GRAPHIC INSTRUCTIONS



Select 13 photos or graphics for your calendar.

- Mark the back of each, using either Post-it notes, pencil or a non-smudging pen with the month it is to appear (include a cover image).

- Select any size color or black and white, 3x5 and 4x6 work best. The maximum size is 11 x 17.
- Pictures will be enlarged or reduced to fit your calendar.
- Please do not submit slides or negatives.
- Bright, clear, crisp and horizontal images work best. Dark, blurry or dirty images do not reproduce well.
- We welcome digital files and they can be e-mailed or brought in on digital storage media. Images should be in PDF, JPEG or TIFF formats. Email your images and order form to bellscopies@earthlink.net.
- Collages can be submitted by taping your images on to a 8 1/2x11 horizontal sheet of paper. Do not use lined paper, the lines will show. Pictures must be submitted pre-arranged and secured to the sheet of paper when submitted. Do not use tape on the front of images, it will show.
- Children's drawings or other personal artwork looks great too!
- Copyrighted material cannot be used without written permission of the owner. Submit a copy of a copyright release with your order.
- All photos, images and graphics will be returned with your calendar.

- TYPE or neatly PRINT your order. This helps us process your order quickly.
- List entries in month and day order. (Chronologically.)
- Use separate order forms for each set of calendars having a different list of events.
- Each date on the calendar may have up to 3 lines of 13 characters, including space. We reserve the right to edit entries to fit.
- If you have dates with multiple events, we suggest placing some of the events on the day before or the day after with the notation "tomorrow" or "yesterday."
- Include a "Title" for your calendar. This title will appear on the cover with your cover image (i.e. Mom's Calendar.)
- If you would like individual "headlines" for each month, print your list of headings on a sheet of paper; not on the back of your pictures. Limit you heading to no more than 40 character & spaces.

**Order Early for
Guaranteed Delivery**

PRICING

1-25	\$19⁹⁵
26-50	\$17⁹⁵
51-100	\$15⁹⁵

**If you have other questions,
contact us at 503-842-5566 or
bellscopies@earthlink.net**

**Ask about other sizes
and layouts available.**