2021 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 _____

2A. EMAIL OUR ACKNOWLEDGEMENT TO:

Name _____

E-mail _____

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

Name _____

Street _____

City _____State _____ Zip Code _____

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   **APPOINTMENT**
(Large Numbers)   (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
7.	**Total Number of Calendars** (Please refer to Price Chart on Page 5)	_____	_____	_____
8.	**Total Number of Listings** (Listing consists of not more than 28 characters and spaces)	_____	15¢	_____
9A.	**Total Number of Display** (Block) Ad Spaces (NOTE: Minimum advertising set-up charge is $75.00)	_____	$6.25	_____
9B.	**Total Number of New Ad Logos** (List advertisers on Page 4)	_____	$15.00	_____
9C.	**Total Number of Color Display Ads** (List advertisers on Page 4)	_____	$15.00	_____
10A.	**Total Lines of Directory Ads & Category Headings** (NOTE: Minimum advertising set-up charge is $75.00)	_____	$1.20	_____
10B.	**Total Number of Directory Ads** **and/or Category Headings printed in Color** (List advertisers or category headings on Page 4)	_____	$5.00	_____
11A.	**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**	_____	_____	_____
11B.	**New Black & White Picture - (Photo/Line Art/Logo)**	_____	$30.00	_____
11C.	**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
11D.	**One Color Line Art/Logo** (Please indicate color choice and instructions on Special Instructions sheet page 4)	_____	$15.00	_____

12. **List Specialty Calendar Items/Options** (Please refer to Special Items/Options Price Chart on Pages 10 & 11)

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

13. **Florida Customers Only** (Please Include Appropriate Taxes) $ _____

14. **Shipping Charges** (Please refer to Price Chart on Pages 6 & 7) $ _____

❑ **Check here if NO Brown Calendar bags,**   **Total Amount of Order** $ _____
    mailing envelopes or plastic door knob bags

15. **Total Amount Enclosed** $ _____

    (Check or Money Orders payable to Gordon Bernard Company, LLC 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

- [ ] Same as last year
- [ ] School Activities Calendar
- [ ] Fire Prevention Calendar
- [ ] Community Birthday Calendar
- [ ] Community Events 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 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.gordonbernard.com/ez**

Notes or Special Instructions

_____

_____

_____

_____

_____

_____

_____

_____

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

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

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 ❑

_____

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 ☐

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 ☐

_____

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 ☐

_____

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 ☐

_____

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 ❑

_____

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 ☐

_____