

CONTACT EMAIL: _____

ORDER NUMBER (from website): _____

store name (location): _____

store phone #: _____

address (as it is to appear): _____

contact name / phone #: _____

city _____ **st** _____ **zip** _____

web address (as it is to appear): _____

ordering monthly event calendars is easy as 1... 2... 3...

To order, please submit an order online first at martindsn.com (account registration required). Next, fill out this form electronically and save it using your online order number as the file name. Upload this form to your online account (utilize 'my proofs' located at the top of your online account).

NOTE: Page 2 of this form allows you to enter in all dates, headers, and descriptions of your events. Keep in mind that space is limited and this form controls the amount of information that can be added. Word your events carefully and concisely. Future forms will be made available that vary the amount of information allowed.

step 1 - place order online at martindsn.com

- ~ Go to martindsn.com and select your product(s), quantity and options then add to your cart (website account required).
- ~ Next, access your cart and check-out, verifying your order details prior to submitting order.
- ~ An email confirmation of your order, including order number, will be sent to the registered email address.
- ~ **note:** Please verify that your email provider does not block emails from martindsn.com in order to ensure proper delivery of our automated email notifications.

step 2 - verify template information

template style selected
enter code from website

back substitution
enter code from website*

***NOTE: A \$15 CHARGE** will apply to all back substitutions made to current template layouts if requested.

CUSTOM DESIGNS AND LAYOUTS - All orders requiring new design, customizing, and/or artwork beyond what is considered standard changes to templates available, must be quoted first prior to submitting order online. A design/layout charge will apply based on design time needed. Use our custom quote section on our website, providing all details, and we will give you a custom quote time estimate which you can add to your cart in addition to your standard order.

step 3 - enter event details

- ~ USE PAGE 2 OF THIS FORM TO ENTER EVENT DETAILS.

PLEASE BE CONCISE in wording events to ensure that all information will fit in the allocated space. All text blocks in step 3 limit the amount of text that can be entered to assure text is not reduced on the finished product. Choose the order form that corresponds with the calendar layout desired as each one allocates the appropriate amount of space for text. If additional space is needed, please select another layout that will accommodate your information. Any modifications to layout to accommodate text may incur additional time charges to meet your request.

front information

date/time	<input type="text"/>	promo 1	date/time	<input type="text"/>	promo 2	date/time	<input type="text"/>	promo 3
header	<input type="text"/>		header	<input type="text"/>		header	<input type="text"/>	
body	<p>For use with: single event or multi-event calendar fronts</p>		body	<p>For use with: multi-event calendar fronts</p>		body	<p>For use with: multi-event calendar fronts</p>	
<p>for single or multi-promotion fronts Limiting body to approximately 25 words or less helps avoid reduction in font size. Multi-event fronts are limited to up to five promotion listings to allow for longer descriptions of each event.</p>			date/time	<input type="text"/>	promo 4	date/time	<input type="text"/>	promo 5
			header	<input type="text"/>		header	<input type="text"/>	
			body	<p>For use with: multi-event calendar fronts</p>		body	<p>For use with: multi-event calendar fronts</p>	

back information for side panel formats only

side panel information for calendar formats containing side information panel only. Not available on all formats.

date/time	<input type="text"/>	date/time	<input type="text"/>	date/time	<input type="text"/>
header	<input type="text"/>		header	<input type="text"/>	
body	<input type="text"/>		body	<input type="text"/>	

calendar event information

calendar info - Use this section to list all events and their dates. Please reference samples for general idea of amount of wording that will fit in each block. Blocks limit information amount so please be concise in wording. Do not include Sunday dates unless specifying a holiday or event and format selected displays Sundays.

01 time	02 time	03 time	04 time	05 time	06 time	07 time
header (be brief)	header (be brief)	header (be brief)	header (be brief)	header (be brief)	header (be brief)	header (be brief)
body (be brief)	body (be brief)	body (be brief)	body (be brief)	body (be brief)	body (be brief)	body (be brief)
08 time	09 time	10 time	11 time	12 time	13 time	14 time
header (be brief)	header (be brief)	header (be brief)	header (be brief)	header (be brief)	header (be brief)	header (be brief)
body (be brief)	body (be brief)	body (be brief)	body (be brief)	body (be brief)	body (be brief)	body (be brief)
15 time	16 time	17 time	18 time	19 time	20 time	21 time
header (be brief)	header (be brief)	header (be brief)	header (be brief)	header (be brief)	header (be brief)	header (be brief)
body (be brief)	body (be brief)	body (be brief)	body (be brief)	body (be brief)	body (be brief)	body (be brief)
22 time	23 time	24 time	25 time	26 time	27 time	28 time
header (be brief)	header (be brief)	header (be brief)	header (be brief)	header (be brief)	header (be brief)	header (be brief)
body (be brief)	body (be brief)	body (be brief)	body (be brief)	body (be brief)	body (be brief)	body (be brief)
29 time	30 time	31 time	<p>IMPORTANT! - Numbers correspond to each day of the month. Do not enter information to days that do not have promotions. Enter time, header and body information ONLY in the section indicated as they correspond with the automated design templates. PLEASE REVIEW CAREFULLY PRIOR TO UPLOADING</p>			
header (be brief)	header (be brief)	header (be brief)				
body (be brief)	body (be brief)	body (be brief)				

additional info

NOTE: Cancellation of order can only be made prior to design work beginning so as to avoid incurring any charges.