

PLEASE
READ FIRST!

CUNA STRATEGIC SERVICES' CALENDAR PROGRAM

Featuring Credit Union - Specific Calendars

Important Ordering Guidelines

- MINIMUM ORDERING QUANTITIES:** Minimum order quantity is the lowest quantity price point listed in the catalog. Wall calendars can be ordered with an absolute minimum of 50 units and a \$40 less-than-minimum charge. Except for Mix-N-Match wall calendars, calendar styles can not be combined to reach the minimum order quantity or for total quantity price.
- FULL-COLOR IMPRINTS:** Your imprint can be printed in full-color for a special price of 15¢ per calendar through May 1. Available on American Treasures, Busy Life Organizer and The Saturday Evening Post Illustrations by Norman Rockwell (without pocket). Refer to inside back cover of catalog for full details and indicate on the order form that this feature is wanted.
- FULL-PAGE IMPRINTS:** The inside back cover can be customized with your credit union's information or a standard topic for a one-time fee of \$25 per order. Available on American Treasures, Busy Life Organizer and The Saturday Evening Post Illustrations by Norman Rockwell (without pocket), and the goinggreen™ and eight Mix-N-Match wall calendars. Refer to inside back cover of catalog for full details and indicate your choice on the order form.
- QUANTITIES:** Subject to 4% over/under run.
- ENVELOPES:** Envelopes, loose: 14¢ each
Envelopes, inserted: 26¢ each
Envelopes are available on Wall, Pocket Planner, Desk and Stick Up calendars, although insertion is not available on Stick Ups. Envelopes are not available on Calendar Cards. Please indicate on order form the quantity of envelopes wanted and for which style(s).
- MAILING SERVICES:** Wall calendars will be mailed directly to your members. A charge of \$1.30 per address includes envelope, insertion, addressing and Standard Class postage. Minimum of 200 calendars is required. Calendar styles cannot be combined to meet minimum. Please contact Calendar Coop Center for information to provide your address list.
- ELECTRONIC ART:** A black-and-white vector-based artwork file can be sent electronically to seart@calendarcs.com. **Please enter your CU name and CU ID Number in the subject field.** Preferred software: Adobe Illustrator (outline mode) or PhotoShop (.TIF or .EPS [vector based]). Include all fonts if your logo artwork requires special fonts.
- PROOFS:** Indicate on order form if a proof is wanted. First proof is free; subsequent proofs are \$10 each. We reserve the right to proof large orders. An additional 5 business days are necessary for proofing.
- PRODUCTION TIME:** Calendars will be completed and shipped approximately 3-4 weeks from the receipt of your order or approved proof, if applicable. **INVENTORY IS NOT GUARANTEED AFTER NOVEMBER 1, 2009.**
- DELAYED SHIPMENT:** Delayed shipment is available upon request and at no additional charge; however, by requesting this service you accept that ownership will transfer when calendars are produced and your order will be invoiced immediately. Orders are produced at the time of receipt and will be placed into storage until the requested ship date. If it is necessary to remove an order from storage prior to the ship date, a \$65.00 charge per item will apply.
- PAYMENT:** PLEASE DO NOT include payment with order. Calendar Coop Center will invoice you. Minnesota credit unions will be taxed 6.5%, and effective July 1, 2009 6.875%, except for those federally chartered. Shipping and handling charges will be added to invoice. All shipments are FOB Sleepy Eye, MN, and will ship Standard UPS, including AK, HI, and PR, unless you request otherwise. Payment due net 30 from invoice date.
Competitive price matches must be approved at time of order placement.
- RIGHT TO USE:** By purchasing calendars under this program, credit union gives CUNA Strategic Services permission to display such calendars, including credit union's name and logo, as samples in its product catalog and online.

In order to improve the efficiency and accuracy of your orders, CUNA Strategic Services has partnered with our strategic alliance provider, Calendar Coop Center, in the processing of your calendar order.

*THREE EASY WAYS
TO ORDER:*



Member Service
800-833-8136



800-206-2977



Calendar Coop Center
c/o CUNA Calendar Program
1000 Hwy 4 South
Sleepy Eye, MN 56085



To learn more or to get an order form, visit strategicservices.cuna.org, scroll down and click on the CUNA Strategic Services Calendar Program.

2010 CALENDAR ORDER FORM



Credit Union ID Number: _____

CU ID # will be used as your P.O. number.

Date: ____ / ____ / ____

Bill To: Credit Union
Address
City/State/Zip
Phone
FAX
E-mail
Contact Person

<input type="checkbox"/> Ship To: (If different than sold to)	<input type="checkbox"/> When Ready
Credit Union	<input type="checkbox"/> Hold Shipment Until the 1st of _____ (month)
Attn	
Address	
City/State/Zip	

**PROOFS WILL BE SENT ONLY IF REQUESTED
INVENTORY IS NOT GUARANTEED AFTER NOV. 1, 2009**

Quantity	Item#	Description	Options: Envelopes	
			Loose Qty	Inserted Qty

Please check options that apply to your order:

- Proof of our ad imprint
- Free imprint on back cover of CUNA Annual or Academic pocket planner.
- Full-Color Imprint. Special price of 15¢ per calendar through 5/1/09 on qualifying styles.

Full-Page Imprint, \$25 per order on qualifying styles.

Choices:

- Custom (provide artwork according to details in catalog)
- ID Theft Spending Plan First Aid

Logo/Imprint Specifics: Your own credit union logo, the Collective Mark (hands and globe) and America's CU brand signature logo may be used with your imprint. Your credit union logo or the Collective Mark will be above or to the left of any text copy and the America's CU brand signature logo to the right of any text copy. When requested, the America's CU brand signature logo will be on the lower back cover of the pocket planners. Due to space limitations, the America's CU brand signature is not available on calendar cards, stick up calendars, #8170 or #8253. Please make your desired selections and print your four-line imprint. Provide camera-ready, black-and-white art for your credit union logo. Faxed logos are not acceptable. Logos can be emailed to seart@calendarcs.com. If no logos are selected below, none will be imprinted.

Yes No (Check One) We want same ad text and logos as on our 2009 calendar. (Note: Please check to see if area code, address, etc. changed.)

COMPLETE SECTION ONLY IF THIS IS A NEW AD COPY OR CHANGED AD COPY FROM YOUR 2009 CALENDARS.

Left Front
(Check one)

- My CU logo
- Collective Mark (affiliated CUs only)
- None

Line 1: _____

Line 2: _____

Line 3: _____

Line 4: _____

Right Front
(Check one)

- America's CU brand signature (if available on style)
- No brand signature

One-color logo of your choice



ABC Credit Union
1234 Anystreet, Anytown, ST 12345
Phone (123) 456-7890 Fax (123) 456-7890
Website E-mail Address



America's CU Brand Signature (not available on calendar cards or stick up calendars.)

Your four-line imprint

Please read the guidelines for ordering on the reverse side before you complete and fax or mail your order. We are committed to filling your order to your satisfaction. Please note production time information so that you will know in advance how long it will take to produce your order. If you have any questions, please call Calendar Coop Center at 800-833-8136.

** Did you check important ordering guidelines on other side?*

Authorized Signature: _____ Date: _____

SEND ORDER FORM TO: Mail: Calendar Coop Center, c/o CUNA Calendar Program, 1000 Hwy 4 South, Sleepy Eye, MN 56085

Fax: 800.206.2977 Phone: 800.833.8136

SEND ARTWORK TO: seart@calendarcs.com and include CU name & CU ID number in the subject field.

Or, mail to above address.