

# Desktop Calendar Options

## ADDITIONAL PERSONALISATION ELEMENTS

### **Birthday Scripting**

Using your client's dates of birth this will generate a birthday cake image featuring the clients name on the cake and state 'Happy Birthday [Clients name] on the specified date. -

### **Variable Start Month**

Allowing you to start your calendars on any month of the year. Ideal if you wish to order calendars for clients on an ongoing basis throughout the year (cost per calendar based on regular and overall quantity)

### **Highlight Individual Key Dates**

Driven from the data in your database this calendar will highlight individual dates that are important to each individual client, e.g. insurance renewal dates.

### **Anniversary Calendar**

For companies celebrating an anniversary we have created a celebratory crest that will appear on every internal page of your calendar. On your celebratory month your calendar image will default to a specially selected image and your incorporation date will be highlighted.

### **Highlighting Generic Key Dates**

This function allows you to highlight generic dates throughout your calendars, e.g. Conference dates, meetings etc.

**All of the above are one-off upfront charges.**

### **Bespoke Image Creation**

We can take your own images and create the personalisation within them. This is charged due to the time taken to do this at

# FAQ's

## **1. Is the cost for design work included?**

Our prices include creation of a front cover and placement of logos and details on the internal pages. Additional design work will be charged according to the time taken to prepare/create your personalised image. Please [contact us](#) to discuss your requirements.

## **2. Can my calendar begin on any month?**

Yes. It can run from any month for as many months as you wish.

## **3. Can I highlight dates throughout the calendar?**

Yes. You have the option of highlighting any date and including descriptions on the date block. This can be the same on any calendar or you can opt to have different dates highlighted for individual calendars e.g. contract renewal dates, birthdays etc.

## **4. What is the minimum and maximum quantity of calendars I can order?**

The minimum order quantity is 50 and there is no maximum limit.

## **5. What is the average lead time for a bulk calendar order?**

It normally takes 5 weeks from receipt of artwork and sample database to produce a personalised calendar order. This can obviously vary depending on the time taken to receive approval of your hard copy proof, complexity of the artwork, total order quantity etc.

## **6. What extra calendar services do you offer?**

### **Individual Presentation Boxes -**

These can be supplied flat for the client to make up prior to distribution. Alternatively we can insert each calendar into a box, label the outer box with the recipients name and/or address and post.

By opting for a full fulfilment service there is the obvious time saving benefit as your calendar will arrive with your client/employee as a complete gift. There is also the added bonus of being easier to handle and the individual box providing a better form of protection for the calendar.

### **Postage -**

Calendars can be sent in bulk to 1 single address, delivered to individual departments/companies or mailed individually.

We are happy to mail worldwide.

## **7. Do I need to have a complete database before I will receive a proof of my calendar?**

We only require a sample of 4 names in a database to be able to produce your proof. The only stipulation is that the column headings in your sample database exactly match the column headings in your complete database.

## **8. What information is required on the database?**

Databases can be as simple or as complicated as you wish! If all you require is a calendar featuring a first name on each of the images you will only require the fields in your database. If you wish us to post each of your calendars to individual recipients then you will need to include fields for First Name,

Surname, Company Name and a separate field for each line of the mailing address. More complex databases are required if you wish to feature variable data throughout the calendar. Please [contact us](#) to discuss your individual requirements.

**9. Is there a limit to the number of characters there can be in each name?**

Yes. The usual maximum number of characters that will work in the images featured in our image library is 16. This can be extended for some images and we would need to test your chosen images with any names that are longer than 16 characters. Bespoke images will also need to be thoroughly tested.