

## Tips for creating better calendars

### **PREPARING YOUR PHOTOGRAPHS**

#### **Prints:**

##### **Photo Size**

We will accept photos sized anywhere from **3" X 5"** to **16" x 20"**

##### **Photo Quality**

**Select 12 or more of your best photos.** We recommend that you select pictures that are crisp and clear preferably taken in good lighting. Please be aware that while we do use state-of-the-art digital photo editing technologies the quality of the end product is directly related to the quality of the original photo.

##### **Photo Orientation**

Horizontal photos work best. If you have vertical photos we recommend choosing two vertical photos for any particular month.

##### **Labeling your photos**

Unique By Design has enclosed FREE labels for your convenience. TYPE or PRINT the **month** and **caption** clearly and legibly on the face of the respective labels. Affix the label to the **BACK** of the appropriate photograph. **DO NOT PLACE LABELS ON THE FACE OF YOUR PHOTOGRAPHS. CAPTIONS SHOULD NOT EXCEED FORTY (40) CHARACTERS. CAPTIONS HELP TO CREATE A THEME FOR YOUR CALENDAR SO PUT SOME THOUGHT INTO THEM!** If you downloaded this kit from our website please use any standard mailing label.

##### **Selecting other pictures and artwork for your calendar**

Drawings, paintings, collages and other print-based artwork will make beautiful calendars—particularly for the loving relatives of preschoolers.

##### **Mailing your photos**

Please include a stiff piece of cardboard in the envelope with your photographs. This will reduce possible damage to your photos due to folding or bending.

### **EXCLUSIONS: PLEASE DO NOT**

- Send slides, negatives or one-of-a-kind or antique photographs. If you have an antique or one-of-a-kind photograph please make a high quality photocopy and send that to us.
- Send copyright photographs or material without the written consent of the copyright owner. **Unique By Design** is not responsible for obtaining copyright permissions.
- Send any material which may be construed as vulgar or offensive including racially derogatory or pornographic pictures.

#### **Digital photos**

If some or all of your photos are digital visit us online at <http://www.kenduuba.com/uniquebydesign> for details on how to submit your digital photos.

#### **Photos for the front and back covers of your calendar**

Use the enclosed labels to indicate which photos you want to appear on your front and/or back covers. If you downloaded this kit from our website please use any standard mailing label.

#### **Listing your special occasions**

List your special occasions chronologically on the form provided (i.e. "August 10, Pat & Mary's Wedding Anniversary"). TYPE or PRINT clearly and legibly to avoid mistakes and to ensure timely processing of your order. We may edit special occasions to ensure that they fit in the available space on the calendar.

## Features of your Unique By Design Personalized Calendar

### **STANDARD FEATURES**

#### **Calendar Size**

Your calendar will open up to 11" x 17"

#### **Finishing**

- All calendars feature our elegant wire binding which enables you to lay the calendar flat. At the end of the year you may easily remove pictures for framing without tearing.
- To protect your calendar we laminate the front and back covers.

### **OPTIONAL FEATURES**

#### **Front Cover:**

A front cover **photo is recommended**. Label your front cover picture appropriately. We recommend that you develop a title (ex "Celebrating our Sacred Beautiful Gift") or a dedication (ex "For our loving relatives and friends wishing you the best in 2004" for your front cover. You may also include a poem/quote.

#### **Back Cover:**

You may choose between a single picture and a collage for your back cover (see order form). There is no additional charge for single photos. Collages cost extra (see pricing information ).

#### **Adinkra Calendar:**

Adinkra Symbols are ancient symbols rich in meaning from the Asante People of Ghana, West Africa. Charming and beautiful, Adinkra symbols are sure to delight, enrich and inspire you and your loved ones. ([www.adinkraonline.com/](http://www.adinkraonline.com/)). The Adinkra Calendar features 12 Adinkra Symbols and their meanings opposite your pictures.

## Pricing Information

### **STANDARD**

<b># Calendars per Order</b>	<b>Price per Calendar</b>
1	\$55.00
2-4	\$45.00
5-9	\$30.00
>9	Call for pricing

### **OPTIONAL FEATURES/SPECIAL ORDERS**

<b>Option</b>	<b>Price per Order</b>
• Back Cover Collage	\$10.00 extra
• Calendars made with multiple collages require special handling. <b>Call for pricing.</b>	
• <b>NEW:</b> 12 Adinkra Symbols: 1 per month ( <b>FREE</b> )	

## Defining an "Order"

### **What constitutes an "Order"?**

Each order consists of:

- The same pictures and dates
- The same front and back cover options

If you make any changes in the pictures and/or dates you will have created a unique personalized calendar and this will be considered a separate order.

## Delivery Time and Shipping and Handling Costs per Order

### **Delivery time**

Your calendar will be complete and ready for shipping in 7—10 business days from the date of receipt of your order. Business days are Mondays to Fridays *excluding holidays*. Orders received after December 15th will be delivered *after* the Christmas Holidays.

### **Shipping**

We ship via UPS ground. If you require rush handling there will be additional shipping and handling costs. Please call for more information [1.800.270.2186](tel:1.800.270.2186)

#### Shipping Method

UPS Ground

#### Cost

\$8.50 for the first 5 calendars; An additional \$1.50 for each additional calendar.

### **Payment Methods:**

**We accept Paypal, Cashiers Checks and Bank Checks payable to Kenduuwa Inc. For details about paying through Paypal visit [www.kenduuwa.com/uniquebydesign/](http://www.kenduuwa.com/uniquebydesign/)**



Order # UBDweb42800100

**CALENDAR ORDER FORM: PAGE 2 OF 2**  
 Please complete both sides of this order form before submitting your order

Ordering Your Calendar

**Shipping Address and Contact Information**

Name .....

Address .....

City ..... State ..... Zip .....

Telephone ..... Email .....

**Pricing Information**


STANDARD # Calendars per Order	Price per Calendar
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OPTIONAL FEATURES/SPECIAL ORDERS Option	Price per Order
• Back Cover Collage	\$10.00 extra
• Calendars made with multiple collages require special handling. <b>Call for pricing.</b>	
• <b>NEW:</b> 12 Adinkra Symbols*: 1 per month (FREE)	

Choose shipping method

Shipping Method	Cost
<input type="checkbox"/> UPS Ground	\$8.50 for the first 5 calendars; \$1.50 for each additional calendar. Call for rates (1.800.270.2186)
<input type="checkbox"/> Expedited	

Place Your Order

Quantity	Description	Unit Price	Total
		<b>Standard Calendar</b> Please refer to pricing information above	
		<b>Options</b> Please indicate special features that you have selected:	
		<input type="checkbox"/> Back Cover Collage(\$10.00) <input type="checkbox"/> Adinkra Symbols (FREE)	
		<b>Subtotal</b>	
		<b>Sales Tax</b> New York State residents please calculate sales tax at 8.625% of your subtotal	
		<b>Shipping</b> Please calculate your shipping total based on the # of calendars and the shipping method you have selected.	
		<b>TOTAL</b>	

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Terms and Conditions: Unless the Client explicitly opts out in writing Unique By Design reserves the right to use any portion of the calendar in print and web advertising of our products and services.

\*Adinkra Symbols are ancient symbols rich in meaning from the Asante People of Ghana, West Africa. Charming and beautiful, Adinkra symbols are sure to delight, enrich and inspire you and your loved ones. ( [www.adinkraonline.com](http://www.adinkraonline.com) for more information)