

# SIGMA MARKETING CUSTOM CALENDARS 2025 ORDER FORM

## ORDERED BY:

Company Name: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_  
 State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_

## SHIP TO: (if different from billing address)

Company Name: \_\_\_\_\_  
 Attn: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_  
 State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Your PO # \_\_\_\_\_  
 Residence?  Yes  No      Truck shipments OK?  Yes  No

## 50% DEPOSIT REQUIRED - PAYMENT METHOD (check one):

AmEx     VISA     MasterCard     Discover     Check

Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

Name on Card: \_\_\_\_\_ Email Address for Confirmation: (required) \_\_\_\_\_

Billing Address of Card: \_\_\_\_\_

Prepay:  Entire Amount (including S&H)

50% at time of order. I understand that the remaining balance, including S&H will be charged to this credit card when my product ships.

ITEM DESCRIPTION	QUANTITY	UNIT PRICE	IMPRINT
Traditional Desk Pad Calendar <span style="float: right;">Min. 100</span>			<input type="checkbox"/> Same*
<input type="checkbox"/> 2 leatherette corners applied to the bottom of Traditional Desk Pad Calendar <input type="checkbox"/> Pad Top Only <input type="checkbox"/> Black <input type="checkbox"/> 1 Color <input type="checkbox"/> 2 Color    PMS color(s) _____			
Banner Top Desk Pad Calendar <span style="float: right;">Min. 50 - Full Color</span>			<input type="checkbox"/> Same*
<input type="checkbox"/> 2 leatherette corners applied to the bottom of Banner Top Desk Pad Calendar			
Additional for 2 drill holes at the top for hanging Traditional & Banner Top Desk Pad Calendars		\$ .15	
Desk Pad Cardboard Mailing Cartons <span style="float: right;">Min. 5</span>		\$2.32	
Contractor's Wall Calendar <span style="float: right;">Min. 50 - Full Color</span>			<input type="checkbox"/> Same*

\*If your imprint is the same as last year, please include a copy of your imprint.

## HOW WOULD YOU LIKE TO RECEIVE YOUR ORDER CONFIRMATION?

Fax \_\_\_\_\_  Email \_\_\_\_\_

If you do not receive a confirmation within 5 business days of submitting your order, please call Sigma Marketing at 1-800-435-7844 ext. 636

**NOTE:** You will be responsible for paying the Sigma Marketing invoice in full and collecting your co-op, if any, from vendors. Sigma Marketing is not responsible for any co-op arrangements or deductions.

Note: All imprinted orders are subject to 5% over/under runs and will be billed for or credited to customers at time of shipment. FL and IL state sales tax will be added when applicable unless a copy of the resale certificate is sent with the order. Calendar orders requiring new artwork, a special typeface, or those without black and white print-ready art will be subject to a \$65.00 preparation charge. On new imprints or those requiring changes, proofs will be faxed or emailed for approval prior to printing. Sigma Marketing is a provider of custom printing and related services. We value our partnership with customers, emphasizing long-term relationships and mutual trust. All products are designed and manufactured especially for you. With this in mind, our products are not returnable. However, we recognize there are times when errors are made and we will work with you to correct printing or manufacturing errors in an appropriate manner. Please contact your Sales Representative or Customer Service if an error has been found with your order within 10 days of your delivery.

**Questions? Please call Deena or Trisha at 800-435-7844, ext. 636**  
**To see information regarding additional products visit: [www.sigmacalendars.com](http://www.sigmacalendars.com)**

SCAN & EMAIL completed form and your artwork to [customer.care@sigmamktg.com](mailto:customer.care@sigmamktg.com), or FAX completed form to 904-264-7567, or MAIL to Sigma Marketing, 1543 Kingsley Ave., Bldg. 7, Orange Park, FL 32073

**ORDERS RECEIVED BY AUGUST 5<sup>TH</sup> WILL START SHIPPING IN EARLY OCTOBER!**