



CALENDAR ORDER DEADLINES

Please refer to the starting month for your calendar from the schedule below.

**If your calendar
is to START with
the month of:**



**Your completed order
must be RECEIVED
no later than:**



**To ensure your
calendars will be SHIPPED
on or before:**



February	December 1	January 15
March	January 1	February 15
April	February 1	March 15
May	March 1	April 15
June	April 1	May 15
July	May 1	June 15
August	June 1	July 15
September	July 1	August 15
October	August 1	September 15
November	September 1	October 15
December	October 1	November 15
January	October 1	December 15

Our schedule is based upon an average two month spread between your due date and the starting calendar month. Your order will be shipped no later than 15 days prior to your calendar start date.

Your starting month and the assigned date for your order to be received has been **established by your organization**. If you find you cannot meet your **deadline date** please telephone our office toll free. We will be pleased to grant you an extension or arrange a more convenient deadline date. Please advise us of delays promptly to ensure that your contract remains in effect, and your sponsorship rights are protected. If you require further information, contact our office at:

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