

Basic Instructions In Short, Easy to Follow Steps

(see pages 3-6 for detailed instructions for each option)

1. Select Your Photos & Check Address

First, select 12 photos or photo collages (13 if opting for a photo cover.) Then write your 7 digit kit number on each of the monthly stickers provided and affix the stickers to the back lower right-hand corner of each photo or photo collage. Check your preprinted name & address on your kit sheet and if you have any changes, cross out & neatly print in the new information. If you provide your e-mail address, we'll e-mail you when we ship your order.

2. Select Your Options

Select start date (you can start calendar with any month you like and your calendar will continue for 12 months), and select any of the special options you want on your calendars, including duplicate calendars, personalized dates, titles, special covers, etc. See pages 3, 4 and 6 for details.

3. Check for defects on photos before submitting

Any dirt, markings, tape or other defects on photos will show on printed calendars. Please fix all problems before submitting photos. If a photo is soft focus, it will look fuzzier when we enlarge it. Remove all "red eye" from photos with a red eye pen before submitting (we sell red eye pens for your convenience). Make sure that all photo edges are straight and properly trimmed, otherwise they will print crooked on the calendar. Sorry, we cannot trim your photos.

4. Send Kit Back to Happy Kids

Mail or upload your photos and kit back to us (See Holiday Deadlines below). In 4 weeks (or less in non-holiday times) of receiving your kit, we will ship your finished calendars. Your original photos will be returned to you with your finished calendars. See our 10 day or 5 day rush options and faster shipping options to receive your calendars faster.

If you are mailing back to us:

Use our enclosed envelope. We suggest using 1 piece of cardboard to protect your photos. If enclosing our envelope in another envelope (i.e. UPS, Fedex, Priority Mail, etc.) be sure to write your kit # under your return address and write "RUSH" on the envelope if you are paying for rush services. When mailing your kit back to Happy Kids, keep in mind that it can take 3-5 days or longer for the post office to deliver your kit to us.

If you are uploading digital photos:

Visit our website at www.happykidspersonalized.com and follow the instructions for uploading your photos and filling out the kit

The standard turn-around time for calendar production is 4 weeks. Please see our 5 day and 10 day rush options in Section G of your kit sheet for faster service.

Please write your e-mail address neatly on your kit sheet. We will send you an e-mail confirmation when your calendars ship.

2008 Holiday Deadlines

We suggest sending your kits in by **Oct. 31st** to avoid the holiday rush.

Calendar kits received at Happy Kids by the dates below will ship no later than one week before Christmas.*

Non-rush Deadline - November 19

10 day Rush Deadline - December 3 ●●●● **5 day Super Rush Deadline - December 10**

*We cannot guarantee these shipping times if there is a customer service problem with your kit(s).

Deadlines are subject to change without notice. Any changes will be posted on our website and on our voice mail message.

www.happykidspersonalized.com

Wholesale Pricing for Fundraisers and Corporate Programs

This year, consider personalized photo calendars for your organization's fundraiser. Your organization can earn up to 57% profit by selling our photo calendars, and they are perfect for schools, churches, sports teams and any other type of organization. Personalized photo calendars also make a great corporate gift or a unique way to advertise your company.

Our very attractive pricing for volume orders for fundraisers and corporate calendars starts at \$10.95 and goes as low as \$4.00. Please contact us for a price quote at [1-800-543-7687](tel:1-800-543-7687) and ask for our fundraising/corporate program department.