



4800 Baseline Road  
Suite E104-247  
Boulder CO 80303

(866) 261-8600 phone  
(303) 732-5072 fax

### CALENDAR INFORMATION FORM

Fill out and fax this form to MobileIQ. After receiving it, we'll email the PDF Route Calendar file directly to you. Review the file using the Calendar Accuracy Checklist and contact a printer for production & mailing.

**Step 1:** Fax both pages of the Calendar Information Form

**Step 2:** Review the PDF Calendar file using the Calendar Accuracy Checklist

**Step 3:** Hire a printer to produce and mail the calendars

We use and recommend Morrell Printing. Contact information is provided below.

### RETURN ADDRESS & LOGO

COMPANY NAME

RETURN ADDRESS

COMPANY PHONE

NO COMPANY LOGO     YES, WE WANT TO USE OUR COMPANY LOGO

Email company logo to [calendars@gomobileiq.com](mailto:calendars@gomobileiq.com) (.jpg or .png format)

### CUSTOMER ADDRESS

PDF Route Calendars use the delivery address information in Headlight. It's not possible to use the mailing address.

YES, I UNDERSTAND DELIVERY ADDRESSES WILL BE USED FOR THE CALENDARS

### INDICIA

USE MORRELL PRINTING INDICIA

USE CUSTOM INDICIA



CITY: \_\_\_\_\_ STATE: \_\_\_\_\_

PERMIT NO. \_\_\_\_\_

**Questions? Email [calendars@gomobileiq.com](mailto:calendars@gomobileiq.com)**



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**SCENARIO**

Which scenario should be used for the calendars?

**MESSAGES**

1. The **Tagline** appears on bottom of calendar side – please fill in what phone number we should print. *There is a maximum of 50 characters including spaces for this line.*

**Call customer service at [PHONE]**

2. The **Message** appears on left of address side. Below is the standard message we use - you're welcome to change it or replace the message entirely. Just edit or replace the following text. *This section has a maximum of 625 characters including spaces.*

**To our valued customers:**

**As part of our ongoing commitment to providing outstanding customer care, we are making changes to our routes. Because of this, your delivery day may change. We believe this revised schedule will help ensure a higher level of service.**

**Be assured your Route Driver will manage your inventory accordingly, so you will have adequate products during this transition.**

**Your Delivery Calendar is printed on the opposite side of this card and highlights each of your delivery dates. If you have any questions about your service, please contact our office at [YOUR COMPANY PHONE #].**

**Thank you for choosing [YOUR COMPANY NAME] to serve you!**

**I AUTHORIZE MOBILEIQ TO CREATE A PDF CALENDAR FILE USING THE ABOVE INFORMATION**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

**Fax both completed pages to (303) 732-5072**



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### CALENDAR ACCURACY CHECKLIST

You should review the PDF Route Calendar file before production and mailing. Below are some suggested things to verify. Please contact MobileIQ with any questions or problems.

- 1 COMPANY LOGO IS CORRECT
- 2 RETURN ADDRESS & PHONE ARE CORRECT
- 3 CUSTOMER MESSAGE IS CORRECT
- 4 CUSTOMER ADDRESSES ARE PROPERLY FORMATTED AND ACCURATE   
We recommend you spot check a few customers throughout the file for address accuracy.
- 5 DELIVERY DATES AND FREQUENCIES ARE CORRECT
- 6 TOTAL NUMBER OF CALENDARS IS CORRECT

### HIRE A PRINTER FOR PRODUCTION AND MAILING

OK, the final step! You've verified the PDF Route Calendar file for accuracy. It's time to hire a printer for production and mailing. Need a recommendation? Morrell Printing has handled many jobs for MobileIQ clients and we use them ourselves.

**MORRELL PRINTING**  
111 S PUBLIC RD  
LAFAYETTE, CO 80026  
(303) 665-4210

[www.morrellprinting.com](http://www.morrellprinting.com)

Speak with Jim Morrell about your order.