



## **SETUP INFORMATION, TYPESETTING, PRINTING AND DELIVERY SCHEDULE**

### **COLUMN ONE**

The date in the first column below is the **deadline date for you to send any new setup information or any changes** to your existing newsletter for the next month's printing. This is the date that we need your personalization such as: photos, articles, advertising, logo, page layout and graphics. Photos, text and logos and graphics may be mailed or e-mailed to us at touchpoint@touchpointcom.com. If you have a web site that has your logo, photo or text on it, we can usually take it right off of your website if the resolution is good enough. Please let us know if this is possible.

If you are faxing in a new order, please include a fax of an enlarged business card (if your copy machine will enlarge) with your order form and subscription agreement. This will help us verify the correctness of the information that you have written on your order form and subscription agreement. Then mail us an actual business card and letterhead, for us to scan your logo. Please mail us your photo also. You can take one of our newsletter samples and strike out the sample information and write in your personalized information to give us an idea of how you want your newsletter setup. Please call us toll free at (800) 659-3244 with your questions or fax them toll free at (888) 356-5566.

### **COLUMN TWO**

This is the issue/ delivery month. Newsletters are shipped anywhere from the beginning of the month to the 20th of the month.

#### **CHANGE DEADLINE DATE**

JANUARY 1  
 FEBRUARY 1  
 MARCH 1  
 APRIL 1  
 MAY 1  
 JUNE 1  
 JULY 1  
 AUGUST 1  
 SEPTEMBER 1  
 OCTOBER 1  
 NOVEMBER 1  
 DECEMBER 1

#### **ISSUE/DELIVERY MONTH**

FEBRUARY  
 MARCH  
 APRIL  
 MAY  
 JUNE  
 JULY  
 AUGUST  
 SEPTEMBER  
 OCTOBER  
 NOVEMBER  
 DECEMBER  
 JANUARY

You may make changes to, or write an article for your newsletter in the personalized sections of your newsletter for **free** on any issue . No other newsletter company that we know of has as much or as many areas for personalization on the newsletter as we do, nor do they make changes for free.

**Your newsletters will automatically be e-mailed to you with the same personalization as the prior issues' that were published and send to you without changes if you forgot the deadline and you will still be financially responsible to pay for this issue. THIS IS WHY YOU MUST PUT THE CHANGE DEADLINES ON YOUR CALENDAR!**