

The templates for your school pages and/or calendars have already been formatted to fit the size of planner you have chosen. Once the download is complete, simply open the document and start typing in. The documents are in Microsoft Word for Windows.

The templates for your calendars include a box of text for each day so that you can write down your special events.

Please remain within the assigned dimensions and margins.

If any other fonts are used, please attach them to your final document.

Once your document is finalized, E-Mail it to us, saved in the same format, at [school.planners@aupel.com](mailto:school.planners@aupel.com), making sure that your message includes the name of your school, your client identification number and who to contact in case of bad transmission. If you do not know your client identification number, simply contact your representative, who will supply it.

You can reach us at:

1-866-288-2264

[school.planners@aupel.com](mailto:school.planners@aupel.com)