

GROUP ARTWORK - CHRISTMAS CARDS

Instructions and order form.

GROUP HANDPRINT ARTWORK INSTRUCTIONS:

If you have only a few children taking part (probably up to 10, depending on the size of their hands) please follow the instructions below for - Group Picture Artwork

For larger groups, please follow these instructions:

1. Using plain white paper - not cream or off-white - divide an A4 sheet into quarters to give A6 pieces of paper. Using bright paint, put each child's handprint on a piece of the paper and add the name in **BIG BOLD LETTERS AT LEAST 1CM HIGH!**

If you wish to typeset the names on a computer and cut them out to mount with the handprints, please make sure that you cut off any grid lines.

2. When all the handprints are finished, make a note of how many there are and send them to us, along with your logo, and this completed order form, including any wording you may require and your choice of product.

3. We will reduce the handprints as necessary, set up the design and email you a proof to check..

GROUP PICTURE ARTWORK INSTRUCTIONS:

You will need two A3 sheets, one as the master template and the other to cut into "mini" templates. (You can tape two A4 sheets together along the long edge to create an A3 sheet)

1. Divide one sheet into the number of children taking part, plus one for your group logo and date. (eg. if you have 22 children taking part, you will need 23 mini templates. The easiest division is 24, which gives 7cm squares of paper.)

2. Either fold the A3 and cut along the fold lines, or draw a faint pencil grid and cut along the lines. Remove any pencil lines from the templates before mounting them on the master sheet.

3. When each child has completed a picture using paint or felt tips, arrange the pictures on the master template. When you are satisfied with your layout, stick the pictures down firmly with a glue stick. Add your logo and any wording. Any blank spaces can be filled with gummed paper stars or shapes.

4. If you find that the 'mini' templates are too small for your children, you may follow the 'Group Handprint Artwork Instructions', which are subject to minimum order levels.

When your artwork is ready, complete this order form and send it along with your artwork to the address shown below .

If you would like a one-off sample to display and take orders, please enclose a cheque, for £8.00 payable to: All My Own Work Ltd, with your artwork.

All My Own Work Ltd, Stuart House, 5-7 Wellington Street, Long Eaton, Nottingham, NG10 4LY.

Organisation: _____

Contact Name: _____

Address: _____

Postcode: _____ Tel: _____

Email: _____

Number of Packs (pck of 4)
MINIMUM ORDER 24 PACKS _____

How many pieces of artwork are enclosed? _____

Delivery/handling charges:

Standard delivery 3-5 days service £7.20

Express delivery 24hr from completion of printing £10.80

Tick this box for Express Delivery