

# How it works...

SO SIMPLE IT'S FUN!!!

1

## START WITH A BLANK A4 PAGE

Cut into 4 for drawings, or half page for handprints.

2

## CREATE ARTWORK

Using a **BOLD BLACK** marker children draw their image, or use black paint for handprints. Write each child's name & group on the back of each drawing.

3

## CLASS LIST

Number each drawing on the back and correspond their drawing number on the class list provided.

4

## DESIGN

Select design layout and border.  
Refer to the design selection form.

5

## COLLATE & RETURN

Collate & clearly label drawings, class list/s and design selection form. Send to TTK.

6

## DRAFT ARTWORK

Allow 10-14 days for TTK to create & email through draft artwork (2-3 weeks for whole school designs).

7

## APPROVE & PROMOTE

An approval form will be emailed along with your draft artwork file to note any changes. Pay particular attention to spelling! **PROMOTE!!** The more you order the more \$\$\$ you raise.

8

## ORDER

Once artwork has been finalised complete and return your order form.

9

## DISPATCH

Allow 2-4 weeks for delivery once order has been placed. Orders received after 20th Nov will be sent via Express Post at the client's expense. Goods will be dispatched once payment has been received.

