Fundraising

with Tea Towel Keepsakes

Creating memories

Tea Towel
KEEPSAKES
EST. 1998
AUSTRALIA

fundraising@ttkeepsakes.com.au • 03 5995 0388 • 0498 010 892 • www.teatowelkeepsakes.com.au

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

Once order has been placed please allow 2-3 weeks for your order to be dispatched.
Payment must be received before an order is sent.
Late orders will be sent via express post at the clients expense.

www.teatowelkeepsakes.com.au
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Tea Towel
KEEPSAKES

Early Bird SPECIAL

Free TEA TOWELS

ALL DRAWINGS TO BE RECEIVED BY 30th JULY 2021

Book now

fundraising@ttkeepsakes.com.au

ORDER 50, RECEIVE 5 FREE
ORDER 100, RECEIVE 10 FREE
ORDER 200, RECEIVE 20 FREE
ORDER 300, RECEIVE 30 FREE
ORDER 400, RECEIVE 40 FREE
ORDER 500, RECEIVE 50 FREE

- One offer per organisation.
- Physical drawings only must be received by 30th July 2021 to be eligible.
- Orders must be placed by the 17th September 2021.
- See over page for terms & conditions.

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EARLY BIRD SPECIAL FREE TEA TOWELS

Terms & Conditions

Drawings/hand prints must be received by the 30th July 2021, **AND** orders to be placed by the 17th September 2021.

Only one early bird special offer can be claimed for each tea towel design.

To redeem your early bird free extra tea towels you must order as follows-
To receive 5 for free you must order 50 or more.
To receive 10 for free you must order 100 or more.
To receive 20 for free you must order 200 or more.
To receive 30 for free you must order 300 or more.
To receive 40 for free you must order 400 or more.
To receive 50 for free you must order 500 or more.

The free tea towel special offer DOES NOT apply to multi colour or digital printing.

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LET'S GET STARTED

Design A

ONE class per design

Min. order requirement
x 25 units for individual class designs

OR

Design B

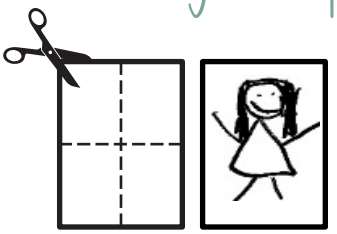
Combine groups and save $$$
(max of 300 images per design or 150 images of head & shoulders with child's name below)

Min. order requirement

QTY OF IMAGES	MIN ORDER
50+	x 50
200+	x 100
300	x 150

CREATING ARTWORK

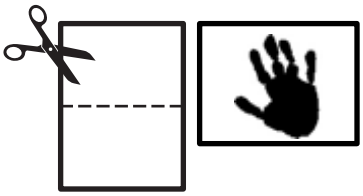
Drawings Only



USE BLACK MEDIUM POINT MARKER

- Cut an A4 page into 4
- Children to do drawing
- Coordinator to name & number each drawing on the back in grey lead pencil

Hand prints Only

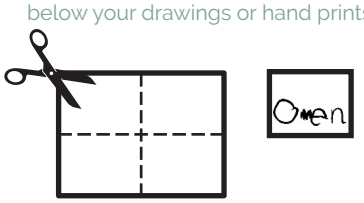


USE BLACK PAINT ONLY

- Cut A4 page into 2
- Children to place hand print
- Coordinator to name & number each drawing on the back in grey lead pencil

Handwritten names?

Want to add handwritten names below your drawings or hand prints?



USE BLACK MEDIUM POINT MARKER

- Cut an A4 page into 4
- Children to write name
- Images will appear as presented
- Coordinator to name & number each drawing on the back in grey lead pencil

PROCESS TO CREATE YOUR TEA TOWEL

1. CLASS LIST using the class list enclosed, ensure each drawing, hand print, or handwritten name has the child's name & class list number on the back in grey lead along with their class name. Please submit drawings in numerical order, drawings will be set up in the order they are received. Please send in alphabetical order if this is how you would like to see your design presented.

2. COLLATE & RETURN gather artwork, class list, & design form and send to PO Box 4259 Langwarrin VIC 3910. Emailed drawings will not be accepted.

3. DRAFT ARTWORK our team will contact you once drawings arrive. Allow 7-10 days for draft artwork to be emailed (10-14 days for whole school designs) along with an approval form to note any changes required. We will go back and forth with minor changes until you are happy with the final design.

4. PROMOTE create interest amongst families. The more you sell, the more $$$ you make! You determine the selling price.

5. ORDER FORM once you are happy with your final artwork and have final quantities, complete and email the enclosed order form to fundraising@ttkeepsakes.com.au

6. DISPATCH An invoice will be generated once we receive your order. Goods will only be dispatched once payment has been received. Allow 3 weeks for your order to be dispatched.

2021 FUNDRAISING PRICING

1 Colour Print Price Guide

MIN ORDER REQUIREMENT	
A - Individual class	25
B - Combined classes	50*

* For combined classes min qty refer to table on Design B

QUANTITY (PER DESIGN)	STANDARD COTTON TEA TOWEL	PREMIUM COTTON TEA TOWEL	POSTAGE/FREIGHT STANDARD
300	$6.00	$6.50	POA
200	$6.50	$7.00	POA
100	$8.00	$8.50	$39.50
50	$9.00	$9.50	$29.50
25*	$13.50	$14.00	$19.50

*Individual class designs only. Pricing includes artwork, set up, garment, print and GST.
Multi colour printing available - pricing available upon request.

Profit Guide

Profits based on tea towels sold at $15.00 each.
This price is a guide only, you determine the selling price!

BOOK now

QTY	STANDARD COTTON	PREMIUM COTTON
300	$9.00	$8.50
200	$8.50	$8.00
100	$7.00	$6.50
50	$6.00	$5.50

COMBINE GROUPS & save

General Info

Price is calculated PER DESIGN, not total amount ordered.
By sending us your drawings, you are accepting our min. order requirement.
Orders received under these amounts will be charged accordingly.
If artwork is created and an order not placed, an administration fee of $250.00 per design will apply.
100% Cotton STANDARD tea towels are slightly smaller however still print beautifully.
100% Cotton PREMIUM tea towels are our best seller, they're larger with a tighter, brighter, heavier weave.
Postage/handling is applied to **EVERY** order.
Artwork remains property of TTK and may not be reproduced without consent.

fundraising@ttkeepsakes.com.au

FUNDRAISING PROFIT GUIDE

How much do we make?

BASED ON A SELLING PRICE OF
$15.00 PER TEA TOWEL

Order Qty	Profit per tea towel	Profit overall
300	$9.00	$2,700.00
200	$8.50	$1,700.00
100	$7.00	$700.00
50	$6.00	$300.00

Typical selling price is $15.00 per item (this is a guide only).
If you were to sell 300 tea towels at $15.00 each, you make $9.00 per item, **raising $2,700.00** for your organisation.

Great profit opportunity for a personalised keepsake **EVERYONE loves!**

• NO UPFRONT COSTS •
• COMBINE GROUPS AND SAVE •
• YOU DETERMINE THE SELLING PRICE •

FIND OUT MORE - fundraising@ttkeepsakes.com.au
www.teatowelkeepsakes.com.au/fundraising

DESIGN SELECTION FORM

Please complete one form per design. See price list for min order requirements per design.

Organisation .....

Contact Name .....

Contact Number .....

Contact Email .....

Delivery Address .....

A

Individual Class

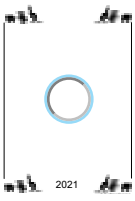
CLASS	No. of images

B

Combined Classes

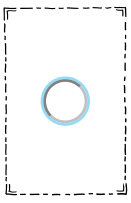
CLASS NAMES	No. of images
STAFF	
LOGO	

BORDER SELECTION - Select one. Custom borders available upon request.

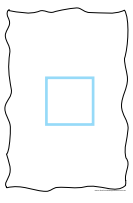


Australian Animals

Blurred Lines

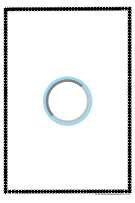


Stitches

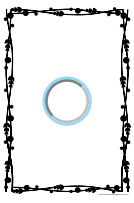


Standard Swirl

Spots



Star



Whimsical

No Border

CLASS LIST

Complete one class list per design - number each drawing according to the class list below

ORGANISATION:

GROUP:

1	26
2	27
3	28
4	29
5	30
6	31
7	32
8	33
9	34
10	35
11	36
12	37
13	38
14	39
15	40
16	41
17	42
18	43
19	44
20	45
21	46
22	47
23	48
24	49
25	50

Educators

1
2
3
4

FUNDRAISING ORDER TALLY

CLASS:					
	Name	Drawing Y/N	Quantity ordered	Amount due	Paid
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					

This tally is for your records only - photocopy as needed

FUNDRAISING ORDER FORM

Complete and email to fundraising@ttkeepsakes.com.au by the 5th November 2021

Organisation	
Coordinator	
Contact No	
Email	
Delivery Address	
State/Post Code	

Print colour - please nominate one below. Pantone colour matching available on request.

Maroon Orange Red Yellow Green Navy Purple Black Royal Blue

Class/Group	Standard or Premium Cotton	Print Colour	Unit Price inc GST	Qty	TOTAL
	Standard		$		$
	Standard		$		$
	Standard		$		$
	Standard		$		$
	Standard		$		$
			Sub Total		$
			Folding add $0.35 each	Yes ○ No ○	$
				Postage	$
				TOTAL	$

POSTAGE TABLE	
QUANTITY	POSTAGE STANDARD
300	POA
200	POA
100	$39.50
50	$29.50
25	$19.50

- **Price is calculated PER DESIGN not total amount ordered**
- Please allow 2 - 3 weeks for your order to be dispatched.
- Goods will only be dispatched once payment has been received.
- To ensure delivery prior to Christmas, your order must be received by the 5th November 2021
- Postage & handling costs will be applied to EVERY order. Please refer to postage table above.

We are running a ...

TEA TOWEL FUNDRAISER

WITH TEA TOWEL KEEPSAKES

What is a Tea Towel Fundraiser?

Children's artwork is uniquely arranged and printed onto a quality 100% Cotton Tea Towel

1 for $.....

2 for $.....

3 for $.....

CONTACT

ORDERS DUE

MONEY DUE

Proudly designed & printed in Australia • www.teatowelkeepsakes.com.au

We are running a ...

TEA TOWEL FUNDRAISER

Children's images will be arranged into a unique design and printed to a spectacular Tea Towel Keepsake EVERYONE will love!!

Fun!

UNIQUE & useful

100% COTTON TEA TOWEL

1 for $.....

2 for $.....

3 for $.....

Complete and return ONE form per family

Family name: .....

Contact no: .....

Class	Quantity	Unit Price	Total
		$	$
		$	$
		$	$
Total quantity ordered		TOTAL	$

COORDINATOR

ORDERS DUE

Presented by TEA TOWEL KEEPSAKES

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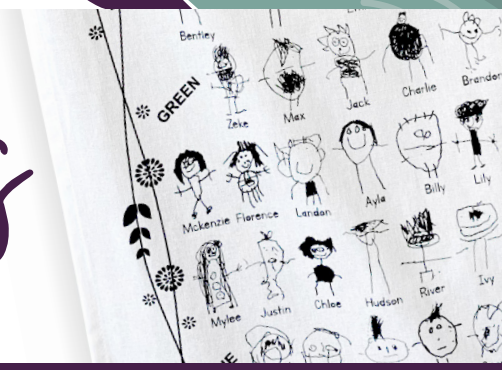
Key Dates



FUNDRAISING TEA TOWELS 2021

Mothers Day Sunday 9th May	Drawings by: Orders by:	2nd April 16th April
Early Bird Special	Drawings by: Orders by:	30th July 17th September
Father's Day Sunday 5th Sep	Drawings by: Orders by:	23rd July 6th August
Christmas Saturday 25th Dec	Drawings by: Orders by:	22nd October 5th November

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Frequently asked QUESTIONS...

Do you have a min. order requirement per design?
We sure do. Please see our minimum order requirement based on single or combined class designs.

How many images can I fit on the one tea towel?
As a general rule, we can have up to 300 head and shoulder images to the one design. Or 200 handprints. When there are more than 150 images, we recommend head and shoulder images only. We will type names to ensure images and names print clearly and are legible.

How long does it take?
From the moment you have decided you are going ahead with a Tea Towel Fundraiser, allow 3-4 weeks from start to finish. Whole schools designs may take a little longer with artwork. Once artwork has been received- allow 7-10 business days to receive draft layout. 10-14 days for whole school designs.

Can I print in 2 or more colours?
Most definitely - ask our team for more info and pricing.

Do you colour match?
We certainly do at no additional cost. Please provide us with your PMS reference and we will colour match for you. Metallic and fluro inks attract a higher price. www.pantone-colours.com

Do the children have to draw portraits?
Absolutely not! Consider setting a theme... these are a few of my favorite things? Be as creative as you wish!

What if we don't meet the min. order requirement?
You will be charged at the min. requirement quantity based on your design.

Can we re-order?
Most definitely! Re-order pricing will be based on our retail 1 colour print pricing. See staff for pricing.

Are their any hidden/extra costs?
Absolutely not! Pricing includes artwork, set up, garment, print and GST - excluding postage and any personalised packaging requirements.

How many changes can I make to my artwork?
Basic spelling and minor changes will be made without charge, any major rearranging or changes after artwork has been approved will be incur a fee. Our team will advise before changes are made.

Will you accept our job if drawings are sent late?
Please contact our team to confirm. Generally speaking- yes! ALL orders received after cut off will be sent via express post at the client's expense.

Why choose Tea Towel Keepsakes?
We're Australia's tea towel printing specialists, with over 23 years experience. We are a family owned business with a friendly, helpful approach. We proudly print in Australia with genuine care and excitement.

HAPPY FUNDRAISING!

Tea Towel KEEPSAKES
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