

# How it works...

SO SIMPLE IT'S FUN!!!



## START WITH A BLANK A4 PAGE

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



## 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.



## CLASS LIST

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



## DESIGN

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



## COLLATE & RETURN

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



## DRAFT ARTWORK

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



## 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.



## ORDER

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



## 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.

