

CONTACT DETAILS

ID Number: _____

Organisation Name: _____

Email Address: _____

Delivery Address: _____ Contact Name: _____

State _____ P/Code: _____ Contact Phone: _____

Mobile Phone: _____

Delivery Note: Please supply a **SCHOOL OR BUSINESS ADDRESS**. No PO Boxes or home addresses.
Shipment is by courier between 9am-5pm and a signature is required for delivery.

ORDER DETAILS

Total Number of Pictures Enclosed: _____

- Type: TEA TOWELS COLOUR OF TEA TOWEL: NATURAL OR WHITE
 APRONS Apron Colour: White Navy Black Bottle Green Burgundy Red
 BAGS Bag Colour: White Navy Black
 TEA TOWEL / APRON COMBINATION (portrait layout only)

- Tea Towel Layout: Portrait Landscape
 Picture Layout: Random Order
 Class Groups → ***Provide details on back of form →
 Layout same as previous year. Which year? _____


- Is your logo/school crest: enclosed
 emailed
 on file from previous years?

Border: _____
 Please select from the Border Options enclosed in your kit.

Exact wording to be included: _____

Text Style: Circular Arched Straight

Font: China Cat Font
 Century Gothic
 Arial Rounded
 Kids Font
 Segoe Print
 Freestyle Font
 Comic Sans
 Expressions



Print Colour:



These colours are a guide only and may vary slightly when printed.

ORDER QUANTITY

Order numbers **DO NOT NEED TO BE SUPPLIED** when sending in your pictures.
 You can let us know the quantity you need when you approve your completed design.

Quantity (if known): Tea Towels _____
 Aprons _____
 Bags _____

*** A Minimum print order of 50 is required per unique design

PROMO Code: _____

Date delivery is required (if known): _____ Allow at least 4-6 weeks from the time you post us your artwork to delivery

**Please ensure you have carefully considered the above design options. Expressions may need to charge a re-design fee of \$25 per hour, should you wish to make any significant changes to a completed design.

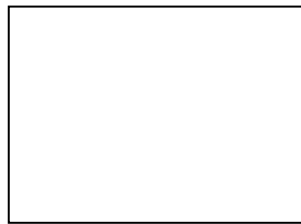
LAYOUT DETAILS

Please indicate where or how you would like your logo and text to be positioned. Should you need more space please sketch your ideas and attach on a separate sheet. PLEASE NOTE that our designers will do their best to lay out your design as requested, however this is sometimes not possible.

TEA TOWEL / PORTRAIT



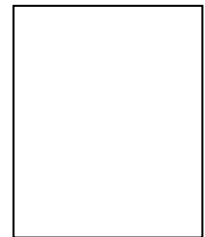
TEA TOWEL / LANDSCAPE



APRON (not combo)



BAG



CLASS ORDER DETAILS

You may choose to display groups separately within your design, if so you MUST list the order you wish groups to appear and provide details for each one. Please attach a sketch of any particular ideas you have on a separate sheet, alternatively if you like the layout of one of the designs from our brochure, cut it out and attach it here.

****IMPORTANT** *Clearly bundle and label each group of drawings/prints separately, with the teacher at the front.
*We suggest you use envelopes, small bags or rubber bands.

For example:

Group Name (to be printed on design)	Teacher Name (if picture included)	Extra Staff (if extra staff)	Total in Class (including staff)
BLUE	Charlotte	-	14
Year 1	Miss Allan	Mr Glynn	29
3B	Sandy	-	25

	Group Name	Teacher Name	Extra Teacher Names	Total in Class
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				

TOTAL NUMBER OF PICTURES