

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

Type: **Full Colour Digital Print** - Tea Towels Only NATURAL or WHITE

Custom Design - Please design it for me - Total Number of Pictures Enclosed: _____

DIY - I am providing a finished design

Please complete for Custom Design

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 guide.

Text Style: Circular
 Arched
 Straight



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

Exact wording to be included:

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

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

TEA TOWEL / PORTRAIT TEA TOWEL / LANDSCAPE



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.

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)
<i>BLUE</i>	<i>Charlotte</i>	<i>-</i>	<i>14</i>
<i>Year 1</i>	<i>Miss Allan</i>	<i>Mr Smith</i>	<i>29</i>
<i>3B</i>	<i>Sandy</i>	<i>Annie</i>	<i>25</i>

	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