

If doing more than one design please copy order form and label 1 of 2, 2 of 2 and so on. **Design** ___ of ___

CONTACT DETAILS

ID Number: _____

Organisation Name: _____

Email Address: _____

Please supply a **SCHOOL OR BUSINESS ADDRESS**. Shipment is by courier between 9am-5pm and a signature is required. No PO Boxes or home addresses will be accepted.

Delivery Address: _____

Contact Name: _____

Contact Phone: _____

State _____ Post Code: _____

Mobile Phone: _____

Is delivery required for a specific date or event? _____ Do you have a promo code? _____

ORDER NUMBERS DO NOT NEED TO BE SUPPLIED when sending in your drawings. You can let us know the quantity you would like to order when you approve your completed design.

DESIGN DETAILS - Custom Design

PRODUCT DETAILS

please **circle** your product colour choice

TEA TOWEL (up to 450 drawings)

tea towel colour: White OR Natural

APRON (up to 300 drawings)

apron colour: White Navy Black Bottle Green Burgundy Red

BAG (up to 150 drawings per side)

bag colour: White Navy Black

COMBO Tea Towel / Apron (Portrait layout only. Bags are NOT available as part of a combo.)

PRINT COLOUR

Colours are a guide only and may vary slightly when printed

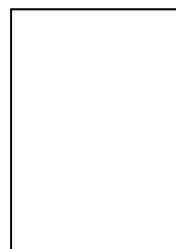


LAYOUT DETAILS

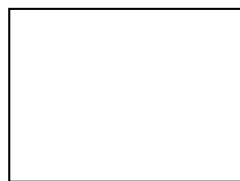
Drawing Layout:

- Random Order
- Class Groups → *****Provide details on back of form →**
- Layout same as previous year. Which year? _____

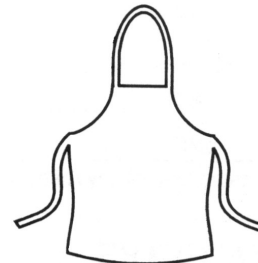
Please indicate where or how you would like your logo and text to be positioned. Should you need more space please sketch your ideas and attach on a separate sheet. PLEASE NOTE that our designers will do their best to lay out your design as requested, however this is sometimes not possible.



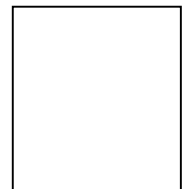
PORTRAIT tea towel



LANDSCAPE tea towel



APRON (not combo)



BAG

Number of drawings enclosed _____

Tea Towel Layout:

- Portrait
- Landscape

Border Choice: _____

Select from border options in your coordinator's guide

Wording to be added (if any):

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

Is your logo/crest:

- Enclosed
- emailed
- on file from previous years?

How would you like your Logo & text laid out?

Circular

Arched

Straight



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	Total in Class (including staff)
BLUE	Miss Jo	Charlotte	14
		Melissa	
Year 1	Miss Allan	-	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				
18				
19				
20				
21				
22				

TOTAL NUMBER OF PICTURES

Additional design notes:

****Please ensure you have carefully considered the 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.**