

Instruction Sheet

Follow these simple steps to complete your Tea Towel / Apron / Bag Project:

- 1 Adapt the “Dear Parent” letter to suit your individual needs and photocopy for distribution to each student.
- 2 After all the orders have been returned, tally the order quantities per design.
 - ◆ Note that the minimum order quantity is **40 items per design**.
- 3 Organise the drawing session using the drawing cards provided.
 - ◆ For handprints use plain A4 paper and **black paint**.
- 4 Teachers may need some assistance to supervise the drawing session and a separate Teacher’s Guide is included in the Organiser’s Kit.
 - ◆ Please refer to the **Artwork Instructions page in the Organiser’s Kit**.
- 5 Collect all the drawings, logo artwork and tally orders.
- 6 If Kidz Images is doing your layout we will design your tea towel and fax or e-mail the design for your approval. If you are providing your own logo it is very helpful if we receive your logo by e-mail. Please make sure it is black and white. **Please make sure it is black and white without shading and in JPEG format.**
- 7 If you are organising a Super Saver order, please refer to the instructions on both sides of the Super Saver Price List to lay out your design. Please roll layouts and post designs in a mailing tube. Do not fold your layout.
- 8 Complete the order form, selecting print colour, layout and font preferences if applicable and write **ONE** cheque made payable to “Kidz Images”, then post to **Kidz Images, PO Box 6034, Frenchs Forest NSW 2086**. (Payment can also be made by direct deposit. Please refer to order form for bank details.)
- 9 Delivery will be by Fastway Couriers and delivery times vary depending on your area. ***If you live in a remote area or have a deadline to meet, please let us know as soon as possible.*** Maximum turnaround is 4 weeks from receipt of your order and artwork (please allow an extra 2 weeks during the busy Christmas period). **Christmas orders must be received by 16th October**. No late orders will be accepted without prior arrangement.
- 10 Plastic bags and stickers are provided to assist you in packaging the items for distribution.

If you need any help or guidance at all throughout the project please call:
Kidz Images Phone: (02) 9453 2515 Mobile: 0412 593 053