

Instructions & Order Form

Minimum order is 10 of the same design.

ORGANISATION: _____
CONTACT NAME: _____
ADDRESS: _____
_____ POST CODE: _____
TEL: _____ EMAIL: _____

WORDING IF REQUIRED

Quantity of Mugs Required	
------------------------------	--

HOW MANY PIECES OF ARTWORK ARE ENCLOSED?
PLEASE DO NOT INCLUDE YOUR LOGO IN THIS TOTAL
Minimum order is 10 of the same design.

--

Artwork Instructions

1. Using plain white paper - not cream or off-white, divide an A4 sheet into quarters to give A6 pieces of paper.

Using bright paint or felt tips, put each child's handprint or artwork on a piece of the paper and add the name in big, bold letters at least 1cm high.

If you wish to typeset the names on a computer and cut them out to mount with the artworks, please make sure that you cut out any grid lines.

2. When all the A6 templates are finished, make a note of how many there are and send them to us, along with your logo, and this completed order form, including any wording you may require.

3. We will reduce the artworks as necessary and set up the design. We will then email a "proof" for you to check prior to printing.