



## ONLINE ORDERING - HOW IT WORKS:

### 1. Follow the link (within the web page) to set-up your project.

This will generate an email with links to your paperwork for downloading - download and print out **one** Organiser Checklist to complete when you send in your artwork - it includes full instructions.

Then download and print out the template for the artwork - this will include your unique Project Number.

### 2. Once the children have completed the artwork, you can send the template home to the parents.

Please note that if you do not want to send original artwork home, you can send a photocopy but this will mean you have to copy the entire order information on to the original artworks before sending them in to us for processing.

**3. The parents follow the link or QR code, on the template** (above their child's artwork) which will take them to our online shop. Take a look - [shop.allmyownwork.co.uk](https://shop.allmyownwork.co.uk)

**4. The Parents place their orders online and pay All My Own Work in full.** As part of the order process they must enter your unique Project Number from the template - this is how your orders are grouped together on our system.

**5. The parents return the template to you.** It MUST be completed with their order details and Order Code, as per the instructions given during and after an order is placed. (we are unable to process artwork without an order code).

**6. You complete one Organiser Checklist** then post the completed checklist and all the artwork to us.

*All My Own Work*

*Stuart House, 5-7 Wellington Street,  
Long Eaton, Nottingham, NG10 4LY.*

**7. Once the products are printed, we will despatch to you, free of delivery charge,** to the address you provided on the Organiser Checklist. It is then your responsibility to distribute to the parents.

**8. We will then contact you to make arrangements to pay your 20% commission.** Our favoured method is by BACS transfer into your nominated bank account but we can also pay by cheque if required. Please note - no other offers, including Early Bird, can be used in conjunction with the 20% commission unless specifically stated.

allmyownwork.co.uk

Email - [info@allmyownwork.co.uk](mailto:info@allmyownwork.co.uk)