

# Leavers Pennant & T-shirts. Group Artwork- full colour

## Instructions & Order Form

**Minimum order is 10 of the same design.**

### Artwork Instructions:

#### 1. Let us set-up your design

A. 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 off any grid lines.

B. 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 and your choice of product.

C. 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.

OR

#### 2. Set up your own design

You will need two A3 sheets, one as the master template and the other to cut into "mini" templates.

(You can tape two A4 sheets together along the long edge to create an A3 sheet).

**Your A3 sheet must be in portrait orientation**

A. Divide one sheet into the number of children taking part, plus 1 for your group logo and date. eg if you have 30 children taking part, you will need 31 mini templates. The easiest division is 32, which gives a mini template 5cm wide by 7cm deep.

B. Either fold the A3 and cut along the fold lines, or draw a faint pencil grid and cut along the lines.

C. Give each child a mini template on which to complete their picture. They **MUST** use felt tips for the artwork (pencils and crayons do not scan well) and their names need to be written clearly.

D. Arrange the pictures on the master template, add your logo and any wording and when you're satisfied with the design, stick the pictures down firmly, using a glue stick. If you have any blank spaces, they can be filled with gummed paper shapes or stars.

E. When your artwork is ready, complete this order form with your choice of products and send it with the artwork to the address shown below. You may scan and email both sheets if preferred, as long as the scan is of good quality.

We will tidy up the artwork as necessary and print your order.

ORGANISATION: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_ POST CODE: \_\_\_\_\_

TEL: \_\_\_\_\_ EMAIL: \_\_\_\_\_

WORDING IF REQUIRED

T-shirt	Size/age	Qty Req
T-shirt	3 - 4	
T-shirt	5 - 6	
T-shirt	7 - 8	
T-shirt	9 - 11	
T-shirt	12 - 13	
T-shirt	Adult S	
T-shirt	M	
T-shirt	L	
T-shirt	XL	
T-shirt	XXI	
T-shirt	XXXL	

Quantity of Pennants 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.**

All My Own Work Ltd  
Stuart House, 5-7  
Wellington Street,  
Long Eaton,  
Nottingham,  
NG10 4LY.

allmyownwork.co.uk  
FEB2022