

ORGANISER CHECKLIST

PLEASE NOTE - WE ONLY REQUIRE ONE CHECKLIST PER ORDER, NOT ONE PER CHILD.

Artwork template is on the next page. Please print this sheet and complete the checklist before sending your artwork to:

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

Instructions – please ensure all teachers/leaders adhere to the following:

- Print the template on to white, A4 paper in portrait orientation.
- Ensure your original template has no marks on as these will appear on all final products.
- Print/photocopy a template for each child. (*We recommend giving your photocopier glass a quick clean to ensure there are no marks on the copied templates*).
- All artwork must be completed in **FELT TIP, PAINT OR FLAT COLLAGE ONLY**. No pencil, no coloured pencil, no glitter or crayon.
- Keep writing and important details away from the edges as they are trimmed during production.
- Ensure correct postage is paid when sending your artwork.

Complete the checklist below

- All order forms have the child's name and class.
- All names are clearly legible (block capitals) – *we recommend these are completed by an adult for younger children.*
- All artwork is completed in **FELT TIP, PAINT OR FLAT COLLAGE ONLY**
- Order details and product quantities have been clearly completed in the correct column.
- Organiser contact details and delivery address have been provided below.

School/Group name

Organiser name

Phone Number Email

Delivery Address
.....
.....
.....

I have read the above instructions and confirm that I am responsible for the quality of the artwork provided. All My Own Work Ltd retain the right to refuse any artwork not meeting the above criteria.

Signed Dated

PLEASE USE FELT TIP, PAINT OR FLAT COLLAGE ONLY

Tea Towel - Individual Artwork. Full Colour Print Instructions & Master Order Form

IMPORTANT ARTWORK INSTRUCTIONS

1. Use white A3 paper (420mm x 297mm) for each child's artwork.
2. EITHER print this order form direct on to the A3 and use the blank side of the A3 for the artwork.

OR

Print this order form on to A4 paper and stick it on the back of the A3 artwork with a glue stick.

3. If you wish the child's name to appear on the finished products then it must be added to the actual artwork side of the paper. We do not add to or amend any artwork.

4. The edges and corners may be trimmed during production so keep names and ages etc. away from the edge of the paper and out of the corners.

5. Complete the order details. You may delete products from the list. For production reasons, you may not add other products to the list.

**USE BRIGHT BOLD COLOURS.
FELT TIP, PAINT ONLY.**

NO PENCIL OR COLOURED PENCIL.
NO GLITTER, COLLAGE OR CRAYON.
KEEP AWAY FROM THE CORNERS AND EDGES.

Organisation: _____






Address: _____

Phone: _____

Email: _____

Child's Name: _____

Class: _____

Big Picture Tea Towels	How Many
Alphabet Red Border 	
Handprints Blue Border 	
Children Green Border 	
Black Lacy Border 	
Christmas Border 	
Scotland Border 