LAYOUT SELECTION FORM

CONTACT DETAILS

ID Number: _____

Design ___ of ___

Note: If creating more than one design, copy this form & label 1 of 2, 2 of 2 as needed

Organisation Name: _____

Suburb: _____ State: _____

Contact Name: _____ Contact Mobile: _____

Email Address: _____

Do you have a promo code? _____ Is delivery required for a specific date or event? _____

LAYOUT DETAILS

Exact number of drawings enclosed: ☐

DRAWING LAYOUT ☐ Random Order ☐ Class Groups → *MUST provide details on back of this form*

PRODUCT

☐ **TEA TOWEL** → ☐ White Cotton ☐ Natural Unbleached Cotton ☐ Linen/Cotton Blend (add $1.50 per item)

☐ **APRON** → ☐ White ☐ Navy ☐ Black ☐ Natural

☐ **BAG** → ☐ White ☐ Navy ☐ Black ☐ Natural

PRINT OPTION ☐ Option 1 – Screen Printing → *select print colour below*

☐ Option 2 – Full Colour Digital

PRINT COLOUR Tick One Colour

☐ Sky ☐ Royal ☐ Navy ☐ Red ☐ Burgundy ☐ Green ☐ Bottle ☐ Orange ☐ Purple ☐ Brown ☐ Pink ☐ Turquoise ☐ Black ☐ White ☐ Other:_____

LAYOUT ☐ Portrait (most popular) ☐ Landscape

OR → ☐ Layout same as previous year. Which year? _____

☐ Leave it to our team to select best layout for your group.

LOGO Have you supplied your logo? ☐ Yes ☐ No If yes, provide details: _____

OR ☐ is it on file from previous years? Details: _____

LOGO POSITION ☐ Top Centre ☐ Centre ☐ Bottom Centre ☐ Top Left ☐ Bottom Right

TEXT LAYOUT ☐ Straight ☐ Arched ☐ Circular (see options in Coordinator's Guide)

FONT

☐ China Cat ☐ Arial Font ☐ Times New Roman ☐ Kids Font

☐ Segoe Print ☐ Comic Sans ☐ Expressions ☐ Other: _____

Wording to be included:

_____

_____

BORDER SELECTION _____ (see Border Options in Guide)

SIGN HERE

☐ I agree to the minimum order required per unique design.
- up to 249 images the minimum order is 40 items, over 250 images the minimum order is 100.

☐ I acknowledge that each design is treated individually in regard to pricing and minimum orders.

☐ I agree that if we decide not to proceed, we will be charged a $99 fee per design.

Signature: _____

Date: _____

Post artwork + this form to:
Expressions Australia
PO Box 195
Forestville NSW 2087

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expressions fundraising

CLASS ORDER DETAILS

If you want to display groups separately within your design, list the exact order groups are to appear from top to bottom in the table below. Plus provide details for each class name and exact numbers.

Design Ideas

If you have specific layout idea include a sketch on a separate sheet. Or if you like the layout of one of the designs from our brochure, cut it out and attach it here.

Important

- Clearly bundle and label each group of drawings/prints separately.
- Place staff at the front of classes and all images the same way up.
- We suggest you use little envelopes, small bags or rubber bands.
- If you require your drawings in alphabetical order the drawings **MUST be provided in the exact order** with a corresponding number from 1 to… written on the back of each image.

	Group Name (to be printed on design)	**Teacher Name** (if picture included)	**Extra Staff**	**Total in Class** (including staff)
Example →	BLUE	Miss Jo	Charlotte, Melissa	14
	Year 1	Miss Allan	-	29
	3B	Sandy	-	25

	Group Name	**Teacher Name**	**Extra Teacher Names**	**Total in Class**
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				

TOTAL NUMBER OF PICTURES ENCLOSED

Extra notes for our team:

_____

_____

_____