TOP (Portrait) ☐ Please mark with an X if this is the top of the artwork

IQ Cards 2016 Order Form

Helping Raise Funds for Schools

School Reference No: IQ000126

CHILD'S INFORMATION FOR PRODUCTS

Please ensure the DESIGN Guidelines are followed

Ridgeway Primary School & Nursery

☐ Mark X if you **do not** wish to have the School Name on the back of the card

FIRST NAME (this is how your child's name will appear on the reverse of the card, please use upper and lower case)

Please use BLACK INK & write clearly

SURNAME (this is how your child's name will appear on the reverse of the card, please use upper and lower case)

Please use BLACK INK & write clearly

CHILD'S YEAR (eg R,1,2,3)

CLASS NAME (eg Hedgehogs, A)

CHILD'S Date of Birth dd/mm/yy

/ /

DESIGN GUIDE

1. **Do NOT** Staple, stick or photocopy this form
   -This form is on a specific paper, and will be put through a scanner.
2. Please indicate the top of the artwork by placing an X in the appropriate box.
3. **Fill** the reverse of this sheet with your design
   - **Keep any words or important items 1cm away from the edges.**
4. Use **BOLD & BRIGHT** Colours
   - See the colouring materials list below. **Pastel colours and pencil will NOT work so well.**

TOP (Landscape) ☐ Please mark with an X if this is the top of the artwork

CONTACT EMAIL ADDRESS

Please fill in this section so we can contact you if we have any queries regarding your order

Your email address will only be used by IQ Cards, and will **not** be shared with any third party companies.

☐ Please mark with an X if this is the top of the artwork TOP (Landscape)

PLEASE NOTE: If the design instructions are not followed the artwork will not be processed

GREETING

Christmas Card Inside Greeting Option (applies to all packs of cards only)

If you DO NOT choose a Greeting or it is not clear we will leave the inside BLANK
Please tick only one option

- ☐ Merry Christmas & a Happy New Year
- ☐ Season's Greetings
- ☐ Thank You
- ☐ Nadolig Llawen - Merry Christmas *(printed in Welsh & English)*
- ☐ Nollaig Chridheil - Merry Christmas *(printed in Scottish Gaelic & English)*
- ☐ Nollaig Shona Dhuit - Merry Christmas *(printed in Irish Gaelic & English)*
- ☐ Happy Hanukkah
- ☐ Eid Mubarak
- ☐ Blank - no message printed

YOUR ORDER

Please enter below, the number of packs required for each product, the total price and grand total.

Product	Number of packs required	Cost per pack	Total
12 x A6 Cards with envelopes		£4.50	£
24 x A6 Cards with envelopes		£7.50	£
36 x A6 Cards with envelopes (Saving £3.50)		£10.00	£
16 x A6 Thank You Postcards		£2.00	£
20 x Sticky Gift Labels		£2.00	£
6 Sheets of Wrapping Paper (size 520 x 360mm)		£4.50	£
Value Pack (12 cards with envelopes, 16 Thank You Postcards, 6 sheets Wrapping Paper & 20 Sticky Gift Labels) (Saving £3.00)		£10.00	£
Minimum order value £4.00		ORDER TOTAL	£

This order form must be returned to the school by
Friday 7th October

Please include your payment with this order form.
Please make any cheques payable to: Ridgeway Primary School PTA

DESIGN INSTRUCTIONS

Please follow these guidelines...

WORKS WELL

- Bright **BOLD** colours
- Water based paint
- Colour felt tips
- Coloured pencils
- Crayons
- Sponge painting
- Multiple hand & foot prints
- Filling the page

DOES NOT WORK WELL

- Sticking anything to the paper
- Plain pencil
- Glitter - we cannot process glitter
- Metallic ink
- Charcoal
- Chalk & Pastels
- Photocopies of this form (we use special paper)

We try to be as flexible as possible with the designs, however the scanning process limits us to the guidelines above!

Please tick the box ☐ if you do NOT want your child's design used on future IQ Cards marketing material or website.

IQ Cards

For more information please visit www.iqcards.co.uk

TOP (Portrait) ☐ Please mark with an X if this is the top of the artwork