

Fundraise for Your School with Christmas Cards designed by your own school children

Welcome

You have received your pupil's templates, please see below for best practices and what happens next

Some best practices before your class begins

- Check all your pupil's names on their templates are correct.
- Please do not photocopy templates. Why? Each pupil in the school has a unique template code and photocopying will lead to mix-ups upon ordering.
- Materials to be used by pupils are felt tip pens, coloured pencils and twistables.

To note: All name changes and corrections need to be done online before templates are returned as no changes can be made on receipt of templates. Please contact the person who can make changes via the online system or Design A Card at 0906476599. Thank you

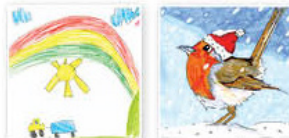
When your class are finished, you will need to:

1. Complete the school checklist when finished templates from each class have been returned
2. Retain a copy of the school checklist for possible follow up

Using the An Post label provided please return to:

Design A Card

Unit 79 Cookstown Industrial Estate
Tallaght, Dublin D24 H317



What happens next?

All templates received by **Friday 20th Of October** will have their sample card dispatched in 5-7 working days. When pupils receive their sample card parents can then begin to place their orders. The final date for placing orders is **Monday 13th of November** to ensure delivery within 10-12 working days. The printing of orders will start on Wednesday 8th of November.

Templates and orders received after the above dates may take longer to process and due to the busy postal service we cannot give a specified delivery date.

Online Orders

For parents that are placing their orders online for school delivery, to help set expectations with parents we process these orders when the bulk school order has been submitted. This means that they will receive their order with the rest of the school's order. Thank You

FAQ

Missing a Pupil's name or need a new template? Please contact the person who has access to the online system in your school to print out the pupil's unique template.

Or need to correct a spelling? Please contact the person who has access to the online system in your school to make the correction.

Final date for name corrections is before the school order has been submitted, changes after this date will not be reflected in the physical card.

Key Dates & Deadlines 2023

- All Artwork to be returned by **Friday October 20th**
- Order processed by **Monday November 13th**