

The following are our key requests for the Christmas card project

Class: _____ Teacher: _____

- 1. Ensure that all your pupils names are spelt correctly and each pupil receives their individual template.**
- 2. Please do not photocopy a pupil's template for another pupil. Each pupil has an unique code so photocopies will lead to mix-ups upon ordering.**
- 3. If a pupil doesn't have a template, please generate and download a new template from your portal at www.designacard.ie**
- 4. Lastly the use of following must be "AVOIDED":**
 - PAINT
 - BLU TAC
 - GLITTER
 - TIPPEX
 - GLUE
 - STAPLES
 - PAPERCLIPS
 - SELLOTAPE
 - COTTON WOOL

These items cause damage to the scanning machine which results in them stopping and leads to significant delays.

**All templates must be returned by
Friday 20th of October**