

# CARDS FOR SCHOOLS

Transform children's artwork into greetings cards and raise money for your school



BURWELL  
PRINT  
CENTRE

# PROJECT GUIDE

1

Pupils design their pictures in class or at home.

2

Artwork is sent to parents with cover letter, leaflet and order form.

3

School organiser collects in completed order forms, artwork and money from parents.

4

Organiser delivers orders and artworks, (organised in class groups) to Burwell Print Centre.

5

We scan, print and process orders. Orders are packaged in class groups.

6

Invoice is raised by Burwell Print Centre and sent to school, the surplus funds are kept by the school.

## TIPS & TRICKS

Bright, bold and simple designs work best using paint, coloured pens and pencils.

Designs need to be flat for us to scan.

Don't use glitter, plain grey pencil, or metallic ink as these don't reproduce very well.

Leave a 1cm gap all the way round the edge (as this is often cropped off during the process)

Please check the spelling of the child's name on the form, as this is how it will be printed on the final cards.

Parents return form with payment (cheques to be made payable to the school) by date set by organiser.

Organiser logs total orders per class and checks all money is received correctly.

Please do not send any money to us at this stage – an invoice will be sent later.

Organiser collects finished items from Burwell Print Centre.





ORDER SOON  
TO RAISE THE  
MAXIMUM  
FUNDS FOR  
YOUR  
SCHOOL

## PRODUCTS AVAILABLE

|  | PRICE<br>TO<br>PARENT | ORDERED IN<br>SEPTEMBER               |                                  | ORDERED IN<br>OCTOBER                 |                                  | ORDERED IN<br>NOVEMBER                |                                  |
|--|-----------------------|---------------------------------------|----------------------------------|---------------------------------------|----------------------------------|---------------------------------------|----------------------------------|
|  |                       | PAID TO<br>BURWELL<br>PRINT<br>CENTRE | FUNDS<br>RAISED<br>FOR<br>SCHOOL | PAID TO<br>BURWELL<br>PRINT<br>CENTRE | FUNDS<br>RAISED<br>FOR<br>SCHOOL | PAID TO<br>BURWELL<br>PRINT<br>CENTRE | FUNDS<br>RAISED<br>FOR<br>SCHOOL |
| <b>12 Greetings Cards</b> (with envelopes)               | <b>£6.00</b>          | £4.00                                 | <b>£2.00</b>                     | £4.50                                 | <b>£1.50</b>                     | £5.00                                 | <b>£1.00</b>                     |
| <b>24 Greetings Cards</b> (with envelopes)               | <b>£9.00</b>          | £6.50                                 | <b>£2.50</b>                     | £7.00                                 | <b>£2.00</b>                     | £7.50                                 | <b>£1.50</b>                     |
| <b>36 Greetings Cards</b> (with envelopes)               | <b>£12.00</b>         | £9.00                                 | <b>£3.00</b>                     | £9.50                                 | <b>£2.50</b>                     | £10.00                                | <b>£2.00</b>                     |
| <b>16 Postcards</b> (no envelopes)                       | <b>£4.00</b>          | £2.50                                 | <b>£1.50</b>                     | £3.00                                 | <b>£1.00</b>                     | £3.25                                 | <b>£0.75</b>                     |
| <b>Magnet</b> (8.5cm x 5.5cm MDF gloss finish)           | <b>£3.00</b>          | £2.00                                 | <b>£1.00</b>                     | £2.25                                 | <b>£0.75</b>                     | £2.50                                 | <b>£0.50</b>                     |
| <b>Keyring</b> (Single sided 6cm x 4cm MDF gloss finish) | <b>£3.00</b>          | £2.00                                 | <b>£1.00</b>                     | £2.25                                 | <b>£0.75</b>                     | £2.50                                 | <b>£0.50</b>                     |

All prices include standard rate VAT at 20%. Minimum order is 100 cards per School. **Final order date is 10/11/23, order early to raise more funds for your school.**

## ORGANISER CHECKLIST

- Double check all artwork order forms, confirm children's names have been spelt correctly and correct money paid.
- Bank all the money in to school / PTA bank account.
- Fill in the class order form to confirm number of orders per class group.
- Organise artwork forms with artwork attached into in to class groups.
- Please join artwork order form and artworks with a paper clip.
- If you need copies of documents provided in this pack please visit [www.burwellprint.co.uk/cardsforschools](http://www.burwellprint.co.uk/cardsforschools) or contact us.



## DOCUMENT LIST

**PROJECT GUIDE FOR SCHOOL** - This document should explain all but, please contact us with any questions.

**CLASS ORDER FORM** - One per class group. Please photocopy and keep one for yourself to help when products are returned.

**LETTER TO PARENT** - One letter with information sheet on the reverse to be sent to each parent.

**ARTWORK ORDER FORM** - One form per artwork. To be sent to parents and returned, paper clipped to artwork for reproduction.

## WHY CHOOSE BURWELL PRINT CENTRE?

Burwell Print Centre is a thriving digital print shop, that provides work experience and training for adults with additional needs. We are a small, dependable and friendly organisation offering a personalised service and a 'one stop design and print shop' to help see your ideas through from start to finish.

We are a social training enterprise supporting 30 people with additional needs known as "printers" who are involved in all aspects of running the centre and the work we produce. By supporting us you will help us continue to make a difference by providing fulfilling employment to people with disabilities.

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