

Items in the Design Pack

Design Forms x 1 for each pupil

- 1 per pupil plus plenty of spares in case of any accidents!
- Design forms are double sided & printed on thick paper designed for our scanning process.
- School name & parent payment information is already pre-printed on the forms.
- One side is blank for the children's design; the other side is the order form for parents to fill in.
- Design guidelines are printed on the forms to ensure teachers and all involved are aware of best practices.
- **Do not photocopy these forms** – if you need extras please contact IQ Cards.

Example Parent Letter x 1

- This is available to download from the IQ website or can be e-mailed. The letter can be amended with your school details & sent home to parents with the design forms.

Teacher's Design Guidelines x 1

- Important instructions for Teachers, ensure every person involved has a copy before designs are created to avoid any issues.

Posters

- A couple are included in your pack to put up around the school to help advertise the project to parents & staff.
- Extras can be requested or downloaded from the resources section of our website.

School Order Form x 1

- This can be filled in once you have received all the orders and are ready for them to be collected.
- Log your total orders per class & check you have banked the correct amount of money.
- This is optional - just complete, copy & send one back to us and keep one for your own reference, some schools find it beneficial to keep a note of every child that ordered and the items ordered, this is your own admin choice.

Return Boxes x 1 spare

- Design forms arrive packed in brown boxes – keep these for returning the forms in to ensure they remain flat and safe.
- If you have large pupil numbers a spare will be sent as well.

Courier Return Bag x 1

- Keep this to put the boxed design forms back in ready for collection.
- The courier will put their own label on and deliver back to the iQ Cards Office.

Products & Prices

Stationery Products	Parent Price	School Funding
12 Cards	£5.00	£1.00
24 Cards	£8.00	£1.50
36 Cards	£11.00	£2.00
A6 Postcards x 16	£2.50	£0.50
Sticky Gift Labels x 20	£2.50	£0.50
Wrapping Paper x 6 sheets	£5.00	£1.00
Value Pack 12 Cards, 6 sheets of Wrap, 20 Labels, & 16 Postcards	£12.00	£2.00

Gift Products	Parent Price	School Funding
Fridge Magnet	£2.00	£0.50
Keyring	£2.00	£0.50
Chocolate Bar	£3.00	£0.50
A5 Notebook	£4.50	£1.00

If extra funding or discount was agreed at the time of sign up, this will be reflected on your final invoice.

Design Guidelines

DO

- Use Water Based Paint
- Use Bright Coloured Pencils
- Use Bright Crayons
- Use Bright Pens
- FILL THE PAGE
- Leave a 1 cm gap all the way round the edge (as this may be cropped off during the process)

DO NOT

- Photocopy the form
- Stick / staple anything onto the form
- Use plain grey pencil
- Use glitter
- Use Metallic Ink
- Use collage

Checklist

1. Check all design forms – confirm children's names have been entered correctly & correct money paid.
2. Bank all the money in to school / PTA bank account.
3. Fill in the School Order Form to confirm number of orders per class (optional).
4. Organise forms into year order – pack back in box(es) and seal in return Courier Bag provided.
5. Contact IQ via website / e-mail to arrange collection of forms.