



How to Proceed

1. Coordinate with teachers to create the artwork in class. Have the teachers send the completed artwork home with the order form. *One order form per image please* Include a return date.
2. Use a heavy weight paper such as the white cover stock (65lb) paper you find at office supply stores such as Office Depot, Staples etc.. or we can supply the paper pre cut for you at a cost of .08 each shipping included. So 300 pieces would cost you 24.00.
3. If using your own paper , cut it to exactly **5x7 inches**. It is important to have all the artwork **the same 5x7** size so our scanning and sizing goes faster. Put the child's name on the **back** of the print. Do **not** write the child's name on the front of the artwork. If it is near the edges or corners, it will like be partially cut off during the manufacturing process.

we also create these products from family photos, slides & digital files

4. When the orders and money come in, total the orders and write **one cheque** for the wholesale amount from the school to Stofer Images. The difference is your profit. **Paper clip** the artwork to the order form and then put each class in a separate envelope.
5. Mail the artwork, order forms, and cheque to

Stofer Images 10430 Lakeside Drive Prince George BC V2K 5M4

Separate by class we will do the same when we return the finished product to you.

Please allow 2 weeks plus shipping time

For orders over 500.00, we pay for return shipping via Canada Post regular parcel service. If faster service is requested to meet your deadlines, you pay the difference in cost. Shipping will be charged on late or followup orders less than 500.00.