



# **STOP!**

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The following page contains **EXTREMELY** important information so your order is processed quickly and correctly.

**PLEASE READ THE NEXT PAGE**  
**EXTREMELY THOROUGHLY!!!**

This order form is only good for orders postmarked through December 31, 2018!

# ORDERING INFORMATION-FULL COLOR T-SHIRTS

Please use this sheet as a final review before sending your order to us.

PLEASE make sure your parents know this is a one-time offer. It will be more expensive to order a single shirt after we print your order.

- All teachers submitting orders have **read the directions** on our website.
- All teachers submitting orders have **read the FAQ** posted on our website.
- All drawings should be in colored marker—no pen, no pencil, no colored pencil, no crayons, no tracing over pencil. Use **CRAYOLA CONICAL TIP CLASSIC MARKERS FOR BEST RESULTS**. DO NOT use pastels or neon markers as colors do not reproduce well.
- All drawings are original artwork (no copyrighted images, drawings, logos, etc.) Your school logo is OK.
- Cut out each drawing, **just inside** the template lines. Place the drawings in an envelope with your name and **paperclip** the envelope to the order form. **Orders received failing to follow this step will be charged a \$10.00 art charge.**
- Make sure you have counted the number of drawings included with your order and that this number matches the number on the order form.
- Complete the order form with your payment and shipping info---even if it is a multiple order and only one check is being sent with the entire order. Orders must be mailed, not faxed.
- Your email address is required for issues with your order and UPS tracking information.
- You must pay in full by credit card, your personal check or school check, money order, or a cashier's check.  
NO parent checks please. An approved purchase order sent in with the order is also a valid payment method.
- TAX EXEMPT SCHOOL ORDERS MUST INCLUDE TAX EXEMPT CERTIFICATE**

We will use our best judgment when making your layout. We normally position the staff at the top and then arrange the children. **If you want to make changes to the layout** (changing the wording, repositioning pictures, etc.) there will be a **minimum charge of \$10** to cover the extra graphics time. Based on staff to student ratios, drawing size, and wording at the top, no two layouts are identical. However, we will attempt to make layouts from the same school sent in together as similar as possible.

Please finalize your shirt count before sending in your order. Adding shirts or changing sizes to an existing order often results in errors and may result in significant delays. If you find you have made a serious error and absolutely must make changes, your shirt order will be pulled from our production schedule, the changes will be made after payment is received, and your order will be then be put back at the end of the current schedule.

**Shipping charges to the contiguous US** are included in the cost of the t-shirt. **If the shipping address you send us is not correct and UPS bills us for the error, you will be invoiced for the cost of the error plus a \$10 service fee. MAKE SURE YOUR SHIPPING ADDRESS IS 100% ACCURATE!**

**Shipping charges to Alaska, Hawaii and outside the US** will be our actual shipping costs. We can estimate these charges for you ahead of time; however, we won't know exact cost until we are able to weigh your shipment. We suggest you use a credit card to cover shipping costs.

Make check payable to: "A+ Images, Inc." & send to:  
**Classroom Faces by A+ Images, Inc.**  
**5700 W. Minnesota STE A5**  
**Indianapolis, IN 46241**  
**Questions? Call us! Toll Free: 800-634-0054**

For multiple orders from the same school, please use one order form per class.  
The entire school order may be paid for with one check or one credit card.