

7th November 2016

Dear Parents/ Carers,



Christmas Cards

Following on from the problems with ordering Christmas cards online with Arts Projects for Schools, the company has sent us another email saying that they have decided to take all orders for this year using the old paper-based system. Our deadline is still Friday 11th November. This is due to a number of serious technical issues they have had with their website.

You will find the new paper order form attached to this letter.

To order your cards now please follow these steps:

You should have received and still have your child's A4 Christmas picture from before half term.

1. Please fill in the original square-shaped online order form that came with the picture and tape it to the back of the artwork at the top.
2. Also tape the new order form (sent with this letter/ attached to this email and printed) to the picture and fill in your order. They need to be able to scan the QR code and read both forms. It's fine if they flap over each other.
3. Send the picture and attached forms back to school in an envelope with **payment made out to "Friends of Oswald Road" by Friday 11th November.**

If you have already brought your child's artwork back to school you will just need to fill in the paper order form and bring it to the office with your payment.

If ordering for more than one child, please pay only the additional pack prices for standard and luxury cards on the additional artworks. Then put the artworks together into a plastic wallet.

Once again, I appreciate this is a massive hassle for all of you wishing to order Christmas cards, and has caused us no end of headaches this week too, but the company seem to have finally come up with a tried and tested solution. While it will mean more admin to process, at least pieces of paper don't crash offline all the time...

Thanks for bearing with us.

Mark (Oswald Road PTA)

PLEASE ATTACH BOTH THE PREVIOUSLY SUPPLIED ONLINE FORM AND THIS FORM TO THE BACK OF YOUR ARTWORK
 Please keep the barcode and child's name visible on the online form

Please print in BLOCK CAPITALS the name of the child as you would like it to appear on the back of the card*:

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*Strike through the boxes for no child name

Order Standard Cards

Choose **ONE** letter per item from available greetings below

Item	1st pack	Additional Packs	Number of packs required	Greeting	Total Cost	
Pack of 12 Standard Cards	£5.50	£4.50			£	Standard card packs consist of 12x A6 cards + 12 envelopes

Order Luxury Cards

Item	1st Pack	Additional Packs	Number of packs required	Greeting	Total Cost	
Pack of 6 Luxury Cards	£7.50	£5.00			£	Luxury card packs use Arial font and consist of 6x A5 cards, gloss coated + 6 envelopes.

Order Gift Tags (can only be purchased if ordering cards)

Item	Price per pack	Number of packs required	Greeting	Total Cost	
Pack of 12 Gift Tags	£2.50		n/a	£	Gift tag packs consist of 12x A8 folded tags + 12 sticky pads.

Order Wrapping Paper (can only be purchased if ordering cards)

Item	Price per pack	Number of packs required	Greeting	Total Cost	
Pack of 3 Sheets	£4.00		n/a	£	Wrapping paper packs consist of 3x A2 sheets (420mm x 594mm).

Work out the total cost

Total Cost:	£	+	£	+	£	+	£	=	£
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AVAILABLE GREETINGS

- A Season's Greetings
- B Happy Christmas
- C Merry Christmas and a Happy New Year
- D Thank you for my present
- E Left blank

Would you like the school name printed on the back?

Yes No

Please pay your school by cash or cheque (contact your school organiser to find out who to make the cheque payable to) and hand in your artworks to school before your order deadline date.

For family discount, only pay additional pack prices on the additional artworks, and place artworks in a plastic wallet together. This discount only applies to children in the same school.