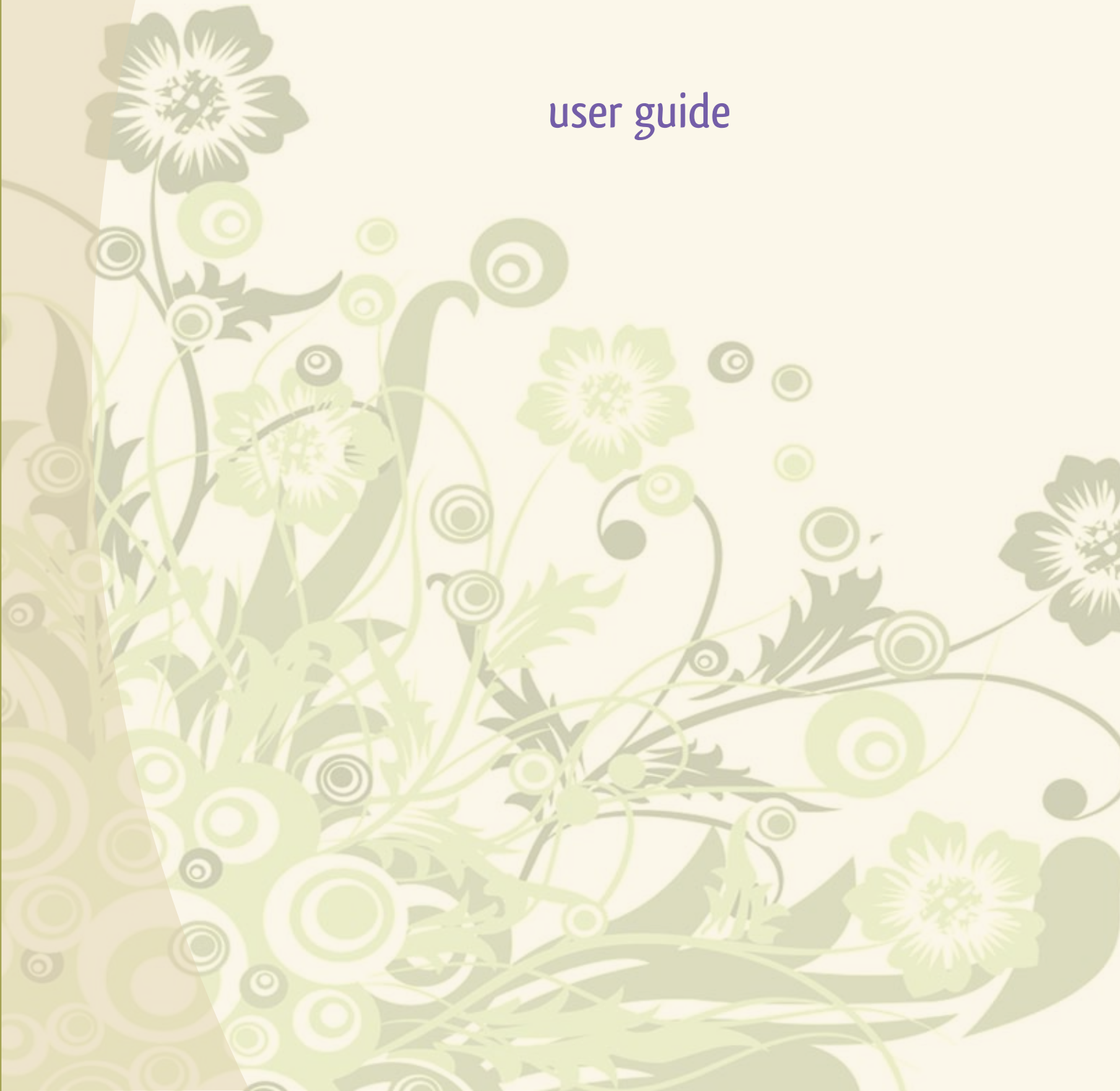




rembrandtgraphicsinc

sowing the seeds of creativity

user guide



Welcome.

This user guide will provide you with all the instructions and materials you will need to run this creative fundraiser.

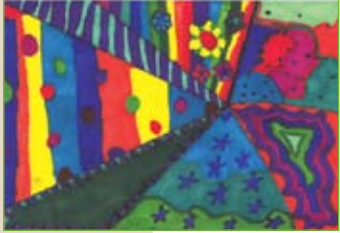


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How the Program works.

Here's a quick overview of the program. For further details, see the checklist on page 9.

We are flexible!

Drawings can be done either at home or in school.

1.

Call or email us to request the drawing boards.

For small student bodies like a nursery school, feel free to print out the drawing boards on standard white paper.

2.

Distribute to your students.

Fill out the top of the blank order form we provide and photocopy (one per child + some more extras to leave in the main office). Staple a drawing board (or 2) to each order form and send home in backpacks.

3.

Collect the orders from your teachers on a designated date.

Gather the orders and their corresponding drawings. Divide them according to their class

4.

Collate the orders per classroom.

Photocopy the classroom list and write each teachers name on top. Transfer each order to the corresponding class list.

5.

Fill out the Master Order Form

Tally up the orders on each class list, transfer those totals onto the Master Order Form.

6.

Mail us your orders with the Master Order Form + one check from your PTO group made payable to Rembrandt Graphics Inc.

You may choose to send your package priority mail through the post office. They will provide you with a box or self sealing mailing bag at no extra charge.

Prices & Profits

Your School's Profits

The profits are outlined in the following chart. Profit margins vary per product. We have no minimum order, the shipping is FREE to most US states and Rembrandt Graphic products are delivered to your school **GIFT WRAPPED**.

How is
Rembrandt
Different?

products,	your school's cost	your family's cost	school profit per sale
color note cards	13.	19. (21.)	6. (8.)
b&w note cards	11.	15. (17.)	4. (6.)
color memo pads	9.	13. (15.)	4. (6.)
b&w memo pads	6.	10. (12.)	4. (6.)
journal	9.	13. (15.)	4. (6.)
apron	15.	19. (21.)	4. (6.)
tote bags	10.	15. (17.)	5. (7.)
pot holders	10.	14. (16.)	4. (6.)
coasters	8.	12. (14.)	4. (6.)
recipe cards	5.	8. (10.)	3. (5.)
magnet	6.	9. (11.)	3. (5.)
mouse pad	9.	12. (14.)	3. (5.)
night light	15.	19. (21.)	4. (6.)
puzzle	15.	18. (19.)	3. (5.)
mounted art & easel	16.	21. (23.)	5. (7.)

Looking to increase your profits? We can customize your order forms so your profits are bigger (see **prices in red**).

Our Products.



Kitchen Apron

Adult, White, Pro-grade



Tote Bags

15 x 16 x 3"
gusseted bottom
extra large handles
natural cotton
machine washable/drip dry



Pot Holders

7-1/8 x 7-1/8"
White with blue trim



Coasters

set of 4
3.5 x 3.5"

Our Products



Recipe Cards

set of 8
white index stock
with full color
illustration



Fridge Magnet

6 x 8"
reusable!
fits horizontal or vertical art
clear, plastic casing



Mouse Pad

8.5 x 7"

The Products.



Night Light

- Adjusts to horizontal & vertical art
- plug rotates to accommodate all outlets
- fully enclosed light bulb
- extra bulb included



Puzzle

45 piece
17.5 x 9.5"



MOUNTED ART & EASEL

8 X 10"
Double mat mount
6" table=top wooden easel

Our Products



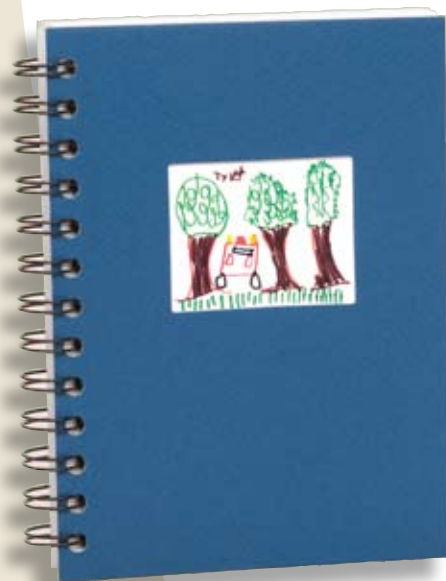
Note Cards & Envelopes

20 count color
40 count black & white
optional school name on back
with envelopes



Memo Pads

20 count color
40 count black & white
lined pages



Journals

20 count color
40 count black & white
lined pages

Check List

This list will guide you through the program, as well as answer many of your questions.

□ Begin the program.

Once you get committee approval, call me to request the Drawing Boards & Product Sheets (Order Packet) for the children. You'll receive a sufficient amount for your whole student body. Extra copies can be downloaded and printed from our website: www.rgidesign.net.

□ Schedule and set a delivery date.

To determine the necessary number of days in which you will need to run the fundraiser, do the following: agree on a day in which you would like your completed orders delivered to your school. Count backwards approximately 4 weeks (which is Rembrandt production) plus about 15 days. This is your start date.

□ Preparing the Order Packets and Distributing to your students.

Fill out the top of the Order Form. Photocopy one for each student (as well as a few to set aside in the Main Office at your school). Staple together the Drawing Board, Order Form and Product Sheet to make the Order packet and send home in the children's backpacks.

□ When drawings are completed in the art class.

We recommend your Art Teacher oversee the student's drawings in his/her art class. In doing so, the drawings will be better (your sales will be higher, too). Talk to your Art Department and ask if a Drawing Workshop can be incorporated into the art curriculum. As for your production schedule, you would need to add days for this workshop time.

□ When orders come in.

Review each illustration. Be sure the child's name and school name are on each drawing board. Don't worry about white-out marks, smudges or drawings outside the border. We're quite efficient at cleaning up children's drawings.

□ Photocopy Classroom List.

Make copies and fill in each teacher's name, room number and grade at the top. Transfer the orders from each class on to the Classroom Lists. Print Clearly. Paperclip the finished drawing boards to the corresponding Classroom Lists.

□ Fill out the Master Order Form.

Add up the totals on the classroom lists and fill in the grand totals in the space provided on the Master Order Form.

□ Mailing your package.

Include in your package the Classroom Lists with their Drawing Boards, the Master Order Form and your check payable to Rembrandt Graphics Inc. Address your package to:

Rembrandt Graphics Inc.
24 Goose Hill Road
Cold Spring Harbor, New York 11724

You may choose to send it Priority Mail through the post office.
They will supply you with a box or large envelope at no extra charge.



Parents ... order your children's artwork printed on quality products today!

If there are any questions, call or email _____

Make your checks payable to _____ Orders with finished drawing

boards are due by _____. For further information, visit www.rgidesign.net.



To view all products in color, go to www.rgidesign.net/the_products.

DIRECTIONS: Draw your illustrations on the Drawing Boards. Feel free to use any drawing materials. Fill out this Order Form. Paper-clip your finished drawings to this Order Form along with your check and hand it in at school. Try not to fold your art. Drawing Boards and Order Forms can be printed out from www.rgidesign.net. For further information call 631-824-7897 or email at info@rgidesign.net

Kitchen Staff

Kitchen Aprons - Adult, white, pro-grade

Tote Bags - 15 x 16 x 3, Gusseted bottom, ex-large handles, natural cotton, machine washable/drip dry.

Pot Holders - 2- 7.125" x 7.125" white w/dark blue trim

Coasters - Set of 4 - 3.5 x 3.5"

Recipe Cards - Set of 8 - 4" x 6" white index stock with full color illustration

Fun Stuff

Magnets - 6" x 8" Reusable, horizontal or vertical, clear plastic casing

Mouse Pads - 8.5" x 7"

Night Lights - adjusts to horiz. & vertical art, plug rotates to accommodate all your outlets, fully enclosed light bulb, replacement bulb included, fully U/L approved.

Puzzles - 30 piece - 7.5" x 9.5"

Mounted Art & Easel - 8" x 10" double-mat mount, with a 6" wooden table-top easel

Writing Staff

Note Cards - 20 ct. color / 40 ct. black & white, optional school name on back, with envelopes

Memo Pads - 20 ct. color / 40 ct. B&W

Journals - 5" x 7" 100 lined pages, dark blue hard cover w/ die-cut window

Order form

Clearly print child's name

	drawing board	no school name	color note cards - \$19.00	b&w note cards - \$15.00	journal - \$13.00	apron - \$19.00	tote bag - \$15.00	pot holders - \$14.00	coasters - \$12.00	recipe cards - \$8.00	magnet - \$9.00	mouse pad - \$12.00	night light - \$19.00	puzzle - \$18.00	art & easel - \$21.00	\$ Total:
1																
2																
3																

To submit 2 or more drawings, label each drawing A, B, etc and include those letters in this space. indicate no-school-name by marking an X (note card orders only).

Sub Total: _____

For Memo pad orders:

Clearly print text that should appear on each memo pad order. ("No Text" is an option for memo pad orders).

	drawing board	color memo pad - \$13.00	b&w memo pad - \$10.00	student's name (for delivery)	\$ Total:
1					
2					
3					

*Your finished orders will be delivered to your child's classroom.

Sub Total: _____

GRAND Total: _____

Parent/Guardian: _____

Teacher: _____

Grade: _____

Telephone number/email address _____

Classroom List

Teacher's Name _____ Classroom # _____ Grade _____



Photocopy this Classroom List so there is one for each class. Fill in this top portion, and clearly transfer the order info from the Individual Order Forms onto the chart below. Paper clip the finished drawing boards to this Classroom List. All orders listed on this page will be delivered to the above teacher's class.

Clearly print child's name

	drawing board	no school name	color note cards	b&w note cards	journal	apron	tote bag	pot holders	coasters	recipe cards	magnet	mouse pad	night light	puzzle	art & easel
1															
2															
3															
4															
5															
6															
7															
8															
9															
10															
11															
12															
13															
14															
15															
16															
TOTALS:															

▲ Submitting 2 or more drawings? Label each drawing A, B, etc. Include those letters in this space.
 △ Indicate no-school-name by marking an X (for note card orders only).

For Memo pad orders:

Clearly print custom text that should appear on each memo pad order. ("No Text" is an option for memo pad orders).

	drawing board	color memo pad	b&w memo pad	student's name (for delivery)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				

	Qty
color note cards	
b&w note cards	
color memo pad	
b&w memo pad	
journal	
apron	
tote bag	
pot holders	
coasters	
recipe cards	
magnet	
mouse pad	
night light	
puzzle	
art & easel	

Master Order Form

Today's date _____

Name of school as it will appear on back of note card: _____

School address: _____

City, state, zip code: _____

School telephone number: _____

Tax exempt number: _____

Chairperson: _____

Chairperson's telephone number: _____

Email address: _____

Check here if you will be volunteering for this program next year.

color note cards	23
b&w note cards	2
color memo pad	10
journal	7
apron	8
tote bag	4
pot holders	12
coasters	9
recipe cards	0
magnet	17
mouse pad	6
night light	
puzzle	
art & easel	

Tally up the totals from the Classroom Lists to calculate your grand total.



	Qty		Total
color note cards - 20 ct		\$13.00 ea	
b&w note cards - 40 ct		\$11.00 ea	
color memo pad - 20 ct		\$9.00 ea	
b&w memo pad - 40 ct		\$6.00 ea	
journal		\$9.00 ea	
apron		\$15.00 ea	
tote bag		\$10.00 ea	
pot holders - 2		\$10.00 ea	
coasters		\$8.00 ea	
recipe cards - 8		\$5.00 ea	
magnet		\$6.00 ea	
mouse pad		\$9.00 ea	
night light		\$15.00 ea	
puzzle		\$15.00 ea	
mounted art & easel		\$16.00 ea	
			Total :

*We continue to offer FREE shipping.

Mailing Instructions:

INCLUDE IN YOUR PACKAGE:

1. All drawing boards paper clipped to their corresponding Classroom Lists
2. This Master Order Form along with the a check made payable to Rembrandt Graphics Inc. You can ship your orders as Priority Mail through the post office for appx. \$7.00. They will supply you with a box or large envelope at no additional charge.

MAIL TO: Rembrandt Graphics Inc
24 Goose Hill Road
Cold Spring Harbor, NY 11724

Notes or special instructions:



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DRAWING BOARD



For additional Drawing Boards & Order Forms go to www.rgidesign.net
(this blank Drawing Board may be photocopied)

School name

Teacher

Grade

Child's Name

Your illustration can be horizontal, vertical, in color or black & white.
You may use ANY drawing materials: markers, crayons, paints, watercolors, even
stickers, stamps, cut paper, chalk, hand-prints, footprints, etc.

If you're submitting more than
one drawing, label each as A,B etc.

Art outside the border will be cropped.



Keep text and art away from the border.

