

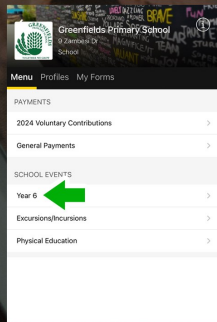
CUSTOM PHOTO MAGNETS ORDERING GUIDE

1. COMPLETE A QKR! FORM

- Order forms can be found under the 'Year 6' subheading on the school's Qkr! app.

- Full payment is required before we can start your order.

- Physical order forms are also available at the School Office.



2. SELECT YOUR IMAGES

- **Photographs should be cropped to a square aspect ratio** (using your smart device or computer). Make sure you keep a copy of the original, though! **Rectangular images sent through will be cropped to what we believe best fits.**



- There is a ~6mm 'bleed' area around the entire edge of the final product. Keep this in consideration when selecting images, as **details around the edge will not be visible.**

- Please ensure images do not contain inappropriate content for primary-aged students.

- We cannot allow you to order products which infringe copyright. Ensure you own or have written permission from the copyright owner/s for images selected.



'Bleed' area around the edge of images will not be visible.

Ensure important details are not near the edges,



3. EMAIL YOUR IMAGES TO US

- Send your images, as attachments, to the email address:



greenfields.ps.fundraising@gmail.com

- If your images are large file sizes, you may need to send images in multiple emails.



Scan the QR code on your smart device to send your email.

4. CONFIRM YOUR PROOFS

- We'll send you an email, within two (2) business days. These proofs will give you a visual draft of your final product, especially important if your photographs needed to be cropped to fit the square aspect ratio of the magnets.



- Confirm in writing, via the email, that you're happy to proceed.

5. OUR YEAR 6 STUDENTS PRODUCE YOUR ORDER

- Once we receive confirmation, our Year 6 students will start making.

- We'll produce your magnets within five (5) business days. While we'll endeavour to have your magnets completed sooner, our students and staff still need to undertake their regular school day, so aren't always available to make magnets.



6. COLLECT YOUR MAGNETS & DISPLAY THEM!

- Once your magnets are completed, we'll pass them onto your child, send you an email, or call you, depending on which option you chose on the order form.

- Display your magnets!

NEED MORE DETAILS?

Need more details or help?
Email us at:

greenfields.ps.fundraising@gmail.com