

PORTRAIT WEDDING TEA TOWELS & TOTE BAGS

HOW TO GUIDE...

ARTWORK LAYOUT GUIDE

ARTWORK PREPARATION

PLACING AN ORDER

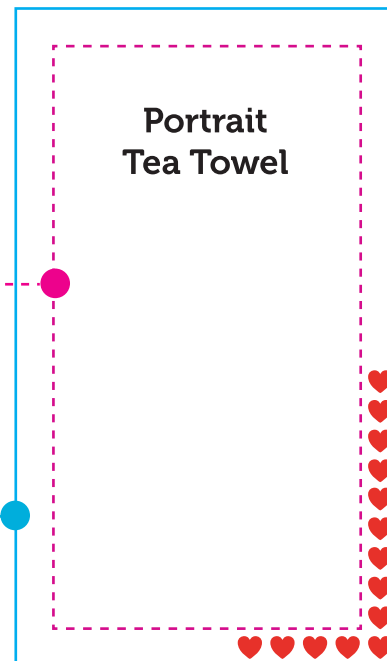
POSTER FOR BRIEFING YOUR GUESTS!

ARTWORK LAYOUT GUIDE

TEA TOWEL

If you would like to **add a decorative border** to your portrait drawings, then choose this layout
35cms (width) x 65cms (height)

If you would like **no border** or a **plain line**, then choose this layout
42cms (width) x 72cms (height)



	With decorative border				With plain line only	
Number of drawings	50+	100+	150+	200+	250+	300
Approximate picture size Head only	5.5cm x 5.5cm	4cm x 4cm	3.5cm x 3.5cm	3cm x 3cm	3cm x 3cm	2.5cm x 2.5cm
Approximate picture size Head & body	4cm x 9cm	3cm x 5.5cm	2.5cm x 4.5cm			

COTTON TOTE BAG



30cms (width) x 32cms (height)

Number of drawings	20+	30+	40+	50+	60+	70-80
Approximate picture size width x height	5.5cm x 6.5cm	4.5cm x 5.5cm	4cm x 5cm	3.5cm x 4.5cm	3.5cm x 4cm	2.5cm x 3.5cm

ARTWORK PREPARATION

- Cut out the squares or rectangles at the size you have worked out for the number of drawings to be included on your Tea Towel or Tote Bag.

- Don't forget to leave room if you want to include a **message**.

- Have your guests draw their portraits, in a **black pen**, **DO NOT USE** pencil, biro, coloured pens or coloured paints as they will fail to reproduce.

- Drawings should be **clear** and names legible.

- Trim around the drawings to allow for easier placement on your **layout sheet**.

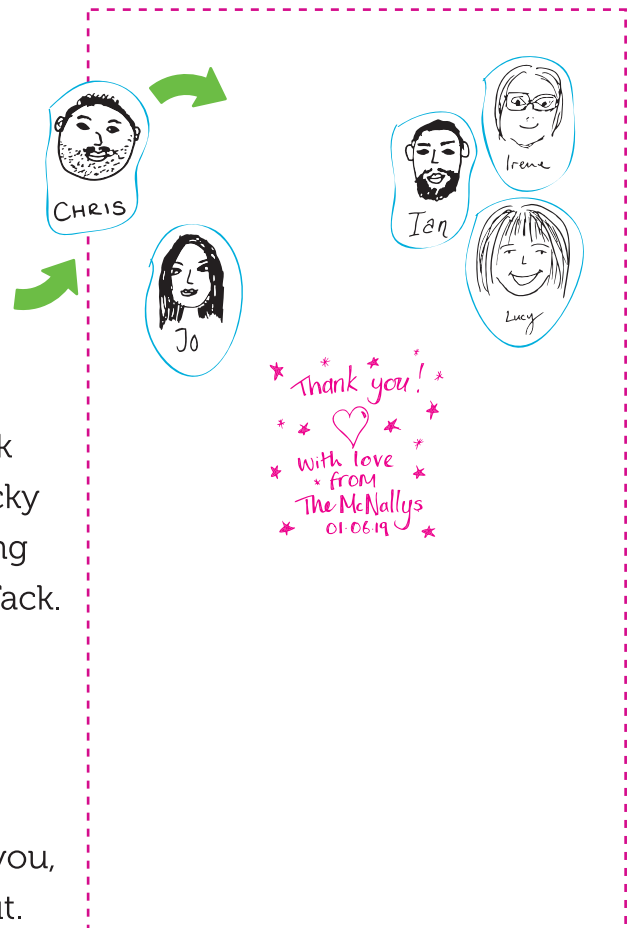
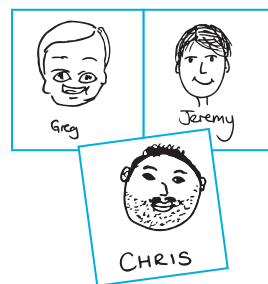
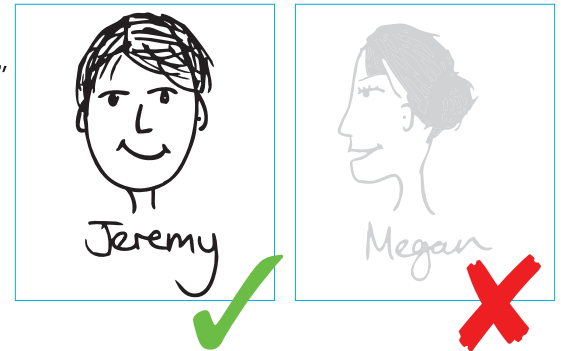
- When you are happy with the layout and position of the drawings, **stick them down onto your layout sheet**.

- Please ensure that the drawings have been stuck down evenly and securely. If you are not using sticky backed paper, stick down your drawings with strong glue, **Pritt Stick is ideal**, please **DO NOT USE** Blu Tack.

- **Now check that you have included everyone!**

SHORT ON TIME?

If you would like us to position your drawings for you, there will be an additional cost of £35.00 per layout.



PLACING AN ORDER

- Please send your **completed order form** and **artwork** to:

POST YOUR ORDER TO: (Recorded delivery if possible)	EMAIL YOUR ORDER
Stuart Morris Textiles Ltd Hilltop Print Studio Crockatt Road Hadleigh Ipswich IP7 6RD	Send your artwork as a pdf file at 300dpi, along with your order form. Email: sales@stuartmorris.co.uk

- We can work to your deadlines, so don't forget to fill in your **required by date**
- Once we have received your order you will be sent a **confirmation email**
- An **artwork proof will be emailed** or posted as requested on your order form within one week of us receiving your design
- You will need to **confirm approval** of your design before we can proceed to print
- **Delivery of your order** - ideally please allow 3-4 weeks from receipt of initial artwork
- **An invoice by email** will follow shortly after dispatch unless requested by post

NEED HELP!

We have a team of designers, all experts in dealing with artwork so please feel free to **call** or **email** with any questions you may have.

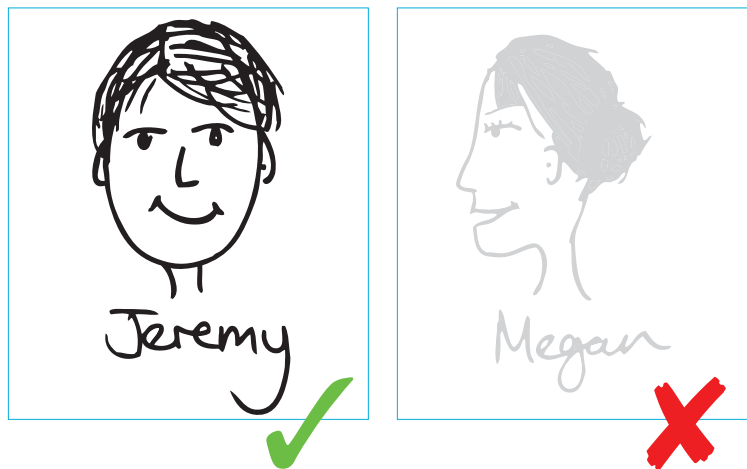
☎ 0800 731 1273 ✉ sales@stuartmorris.co.uk

A MOMENTO OF OUR SPECIAL DAY!

Dear Guest,

As a lasting reminder of our perfect day and who attended, we would love it if you could create a signed self portrait of yourself.

On the small sheets of paper provided, please be creative with your portrait and don't forget to sign your name.



Please draw with the **black pens provided**, please do **NOT** use pencil, biro or coloured pens.

Drawings should be **clear** and names legible.

Thank you, we look forward to seeing your masterpieces!