

a: po box 459
quinns rocks
perth wa 6030
t: 08 9562 1412
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Student POSTCARDS A fun way to raise money for your school

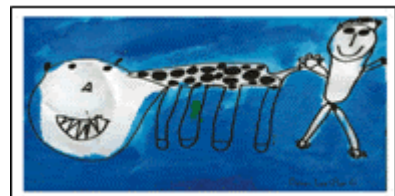
Dear Principal and Fundraising Committee,

15 May 2006

My name is Jessie Lee, owner of the company The Promotional Mix, based in Butler, Perth, WA.

Part of our business is to help companies with Promotions. We now offer a stress-free fundraising project for your school. Having my own children at school I know how difficult it can be for schools to raise funds for all the extra things or to help towards larger purchases.

Example: DL Postcard Front and Back (not to scale)



With help from a single point of contact at the school, using the student's artwork, we produce multi-purpose DL postcards. These are great to have at home for when the students or their parents would like to wish someone for a special occasion or simply just to say "Hi". Please find attached information on the profit your school can make with this project.

Each time an order is ready, you simply mail it in together with the pictures/artwork and cheque (for our portion).

We also print postcards using photographs supplied by the students - they don't need to be artwork. Parents can also order cards from artwork done by younger siblings; a good idea is the handprint and footprint. A4 Artwork only to be supplied. These cards are printed on a gloss coated one-sided board with full colour on the front and black on reverse. See sample herewith. All the students and their family need do is write a message, place on a stamp and mail it. So easy! No stress, no envelopes. This is a personalised card and cheaper than the \$1 budget cards available from stores.

I look forward to having fun with you on this fund raising project. Please call me any time if you have any questions. Please remember this can be an all year fund raising project, for any Class Projects, Art class projects, School projects, Competitions, Christmas and Easter time etc.

We can also design and print anything else that you have done at the school, Report Cards, Certificates, Stationery, Yearbooks etc. We are happy to quote on any of these projects for you.

Please find enclosed more information and a schedule of pricing and the profits your school can make.

Warm Regards

Jessie Lee



We donate to **The Children's Leukaemia & Cancer Research Foundation (Inc)**
for each pack of 24 Postcards sold \$0.20 cents
for each pack of 12 Postcards sold \$0.10 cents

design

print

packaging

promotions

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Student POSTCARDS Procedures and Cost Schedule

Procedure to order:

1. Collect A4 only Artwork/Photographs.
2. One artwork per 12 or 24. If the student wants more than one kind then they will have to order 12 or 24 per kind. (We do not offer split packs)
3. Ensure name of student and year at school or age is written on the back, (The message you want on the front – i.e. 'John Smith - Year 4') (This name etc. should be on the edge of the drawing, preferably on a label and not directly on the picture as this will show when the artwork is scanned.)
4. Complete the Order Form – Please ensure the names on the order and the names on the Artwork correspond. If you are sending more than one order form at a time then write in the boxes allocated 1 of 3 etc.
5. The original Order form may be photocopied if more copies needed.
6. Order numbers need to be allocated for tracking and accounting.
7. Enclose the Cheque to The Promotional Mix, for the amount due to us. You will keep your Funds prior to mailing the Order.
8. Photocopy the order prior to mailing; this will be for your records.
9. Mail to The Promotional Mix, PO Box 459, Quinns Rocks, Perth, 6030, WA.
10. Please email us to advise of the Order being sent so that we can follow up and we will send you an Email to confirm receipt of order and Funds. A receipt for the funds will be sent to you with the finished product for you to attach to your copy of the orders.
11. Allow 2 – 3 weeks for delivery. There will a letter mailed to confirm deadlines for any Christmas Postcards ordered this Year. The earlier you place your orders the better.

Cost & profit:

Cost to the Students – Pack of 12 Postcards \$ 10.00

Cost to the Students – Pack of 24 Postcards \$ 20.00

Donation to your school – Each pack of 12 Postcards sold \$ 1.50

Donation to your school – Each pack of 24 Postcards sold \$ 3.00

For example: Sell 500 packs of 12 and your school will make: \$ 750.00 etc.

Sell 500 packs of 24 and your school will make: \$1500.00 etc.



We donate to The Children's Leukaemia and Cancer Research Foundation (Inc):

For every pack of 12 cards we sell, we donate \$0.10 cents

For every pack of 24 cards we sell, we donate \$0.20 cents

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Example Order Form:

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the promotional mix
 creating a better image
 abn 55 157 715 890

SCHOOL POSTCARD FUNDRAISER ORDER FORM

DATE: _____ ORDER NO: _____

SCHOOL: _____

CONTACT: _____ TEL: _____

EMAIL: _____

No	Name & Message to print on front of card	Quantity	Amount R
1	Example: John Smith - Year 4	1 x 12 pc	\$15.00
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
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21			
22			
23			
24			
25			
26			
27			
28			
29			
30			

Order _____ of _____
 cost _____ packaging _____ promotions _____

School this order \$ _____
 School Funds this order \$ _____
 Total to TPM this order \$ _____
 Cheque # _____

Order number can be School name prefix and number 001 etc. etc.

Complete all relevant information

Students Names & Messages

Please state clearly funds received by Students. Your Funds and the Payment amount with Cheque number to TPM.

Please copy this order form if more forms are required. Each order form allows for 30 orders. If more than 1 order form is needed per order then indicate here 1 of 3 etc.