

## LET'S GET YOU ORGANISED

### STEP 1 – CHOOSING YOUR ART PIECES

Once you have placed your online order, it's time to sort through your child's artwork from each year – these can include paintings, drawings, collages, photos, 3D creations, text books, awards/certificates/trophies and school photos (class and individual).

Now choose your favourite pieces to showcase:

20 Page Photobooks we need between 24-36 pieces of art (*plus front & back cover options*)

36 Page Photobooks we need between 40-55 pieces of art (*plus front & back cover options*)

Calendars we need 12 pieces of art (*plus front & back cover options*)

Note that sometimes it's not possible to fit all of your selected pieces into a book, so our designers will choose the best art suited to your book. We can touch up images that might have blemishes or lighten and darken images to enhance the work you have supplied.

### STEP 2 – GETTING YOUR ARTWORK TO US

Carefully pack up your artwork into a box. If you can do a local drop-off, then it doesn't matter how big the box is. If you are mailing us your artwork, keep the cost of your postage in mind when choosing your box size.

Our postal address is

**Little Bear Prints**

**PO Box 3143**

**Ivanhoe North VIC 3079**

For local pickup and drop-off

email us for location details.

**info@littlebearprints.com.au**

If you would rather photograph or scan the artwork yourself, then we have a "how to shoot artwork" help sheet you can download from "**sending us artwork**" page on our website – or you can contact us and we can advise the best way to email the images through.

### STEP 3 – RETURN OF ARTWORK AND DELIVERY OF BOOKS

If you have mailed us your artwork, we will post your artwork back to you in the packaging you supplied it to us in – and we will include your finished book.

The cost of return shipping is added at the time of checkout.

There are no shipping charges if you choose a local pickup and dropoff.