

## GENERAL ORDER FORM

Call Toll Free: **800-229-3258**

Fax: **800-213-8166**

Online: **itselementary.com**

Email: **service@itselementary.com**

**I don't want to miss out!**

YES! Please send me news and special offers from It's Elementary!

E-mail \_\_\_\_\_

## IMPRINT PRODUCTS IN JUST 4 EASY STEPS!

To order, call us at 800-229-3258 or visit us online at ItsElementary.com

### Step 1 - Choose Your Imprint Design

#### Use One Of Our Imprint Designs

Choose an imprint design above or look at all designs online under *Customer Support*.

OR

#### Submit Your Own Artwork

You may use your own design for an additional charge of \$25 per item number. Acceptable file formats for original e-mailed artwork: Illustrator CS4 or CS5 or earlier. **NOTE: Please convert your art to paths/outlines and include your font folder in your file. We suggest saving your file to a PDF for any office programs. We are no longer able to accept these programs in their original formats.**

Once you have placed your order, e-mail your artwork to **artwork@itselementary.com**, placing only your order confirmation number in the subject line. Keep file size under 10MB. If your file is over 10MB, compress into a ZIP or SIT file. **IMPORTANT: Include only your 7-digit order number in the subject line (do not use # sign).** For more help on sending your artwork to us, call us toll free at 800-229-3258.

### Step 2 - Choose Your Typestyle

Choose a typestyle from the list below. Specify Upper/Lower Case (U/L) or All Caps.

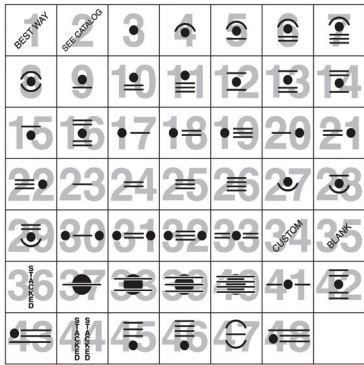
- |                                    |                   |                                    |                   |
|------------------------------------|-------------------|------------------------------------|-------------------|
| (1) Let us choose                  |                   | (52) <b>Helping Children Shine</b> | (All Caps or U/L) |
| (3) <b>Helping Children Shine</b>  | (All Caps or U/L) | (64) <i>Helping Children Shine</i> | (All Caps or U/L) |
| (9) <b>Helping Children Shine</b>  | (All Caps or U/L) | (65) <b>Helping Children Shine</b> | (All Caps or U/L) |
| (10) <b>Helping Children Shine</b> | (All Caps or U/L) | (68) <b>HELPING CHILDREN SHINE</b> | (All Caps Only)   |
| (14) <b>Helping Children Shine</b> | (All Caps or U/L) | (83) <b>Helping Children Shine</b> | (All Caps or U/L) |
| (17) <b>Helping Children Shine</b> | (All Caps or U/L) | (91) <i>Helping Children Shine</i> | (All Caps or U/L) |
| (18) <i>Helping Children Shine</i> | (All Caps or U/L) | (92) <b>Helping Children Shine</b> | (All Caps or U/L) |
| (20) <i>Helping Children Shine</i> | (All Caps or U/L) | (94) <b>Helping Children Shine</b> | (All Caps or U/L) |
| (22) <i>Helping Children Shine</i> | (All Caps or U/L) | (95) <b>Helping Children Shine</b> | (All Caps or U/L) |
| (47) <b>Helping Children Shine</b> | (All Caps or U/L) | (96) <i>Helping Children Shine</i> | (All Caps or U/L) |

### Step 3 - Choose Your Color

Unless otherwise specified, we offer most standard colors as imprint colors. Please indicate your color choice in the Imprint Color blank at right: black, brown, forest green, lavender, light blue, maroon, navy, orange, pastel pink, purple, red, royal blue, teal, violet, white, or yellow.

### Step 4 - Choose Your Imprint Layout

Choose a layout from the list below. We reserve the right to arrange design and wording so that it will be the most attractive on your product.



**FREE**  
SAMPLES

Choose as many imprinted items as you want (up to \$20 total, and we'll send them to you FREE. A \$5 shipping charge will be added to all sample orders. Sample orders exceeding \$20 will be billed the difference. Available on quantity-priced items only.

### IMPRINT ORDERING

Item # \_\_\_\_\_

Imprint Design # \_\_\_\_\_

Typestyle # \_\_\_\_\_

Imprint Color \_\_\_\_\_

Layout # \_\_\_\_\_

Background Graphic # \_\_\_\_\_

#### IMPRINT TEXT

Please write your text exactly as you would like it to appear on your products.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Item # \_\_\_\_\_

Imprint Design # \_\_\_\_\_

Typestyle # \_\_\_\_\_

Imprint Color \_\_\_\_\_

Layout # \_\_\_\_\_

Background Graphic # \_\_\_\_\_

#### IMPRINT TEXT

Please write your text exactly as you would like it to appear on your products.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## BID PROPOSALS

**It's Elementary**  
wants to **PARTNER**  
with you!

If you would like *It's Elementary* to become an approved vendor for your school or school district, please send all bid proposals or necessary paperwork to:

**Attn: Bid Proposals**  
It's Elementary  
P.O. Box 1151  
Minneapolis, MN 55440-1151

**or contact us at**  
**Phone:** 800-229-3258  
**Fax:** 800-213-8166  
**Email:** vendorrelations@itselementary.com