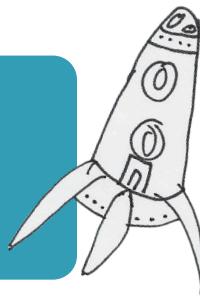


You're just moments away from transforming your child's favourite creations into a treasured keepsake!



Before starting, please review the Art Submission Form and Tips Sheet for your Artbook or Custom Print design requirements. Read our Ts & Cs, check our FAQ page for guidance and explore our Inspiration page for styles and ideas.

1

Compile and count all of the artwork and materials you wish to include in your submission.

2

Check we have your correct contact details and amend them if necessary.

3

Fill out the 'Artwork Details' section, then complete the relevant product sections, checking the boxes as needed.

4

Arrange artwork in desired order. Add all instructional markings (e.g. for captions & page order) and indicate which pieces are for Prints.

5

What to include in your bag/box:

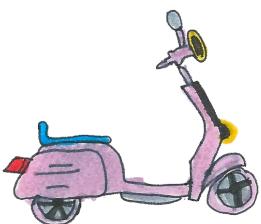
- ✓ Completed Art Submission Form
- ✓ Artwork pieces
- Optional for Artbook:*
- ✓ Dedication photo (or email it)
- ✓ Written Dedication (or email it)

6

Carefully package your artwork, ensuring that the artwork is secure and protected from bending or shifting during transit. Finally, affix the "Do Not Bend" and address labels prominently on the top of the parcel.

7

Please send your artwork via a tracked & signed-for delivery service, or email us to arrange a time to drop it off in person.



What next?

Once we receive your artwork, we will reach out to you via email to confirm your order

Art Submission Form

Order Number : _____

Email Address: _____

Name : _____

Delivery Address: _____

Phone Number: _____

Voucher Code: _____

Tick here if you wish to collect in person

Artwork Details

Number of artworks:
(Each side = 1 piece)

Would you like your Artwork returned? (Yes / No)

Note: A shipping fee will be applied if your order consists solely of a Digital Gallery.

Child's favourite colour:

Artbooks

Save 50% on duplicate copies!

Book Cover Title (optional):

Include a title, your child's name, age, time-period of artwork, school year etc.
(Complete one order form per book)

Can we move Artwork around to create a more interesting layout?

Is the book chronological? Number artwork clearly or divide it into sections.
(section/chapter labels are \$1 each)

Number of captions (please label clearly in pencil, first 5 are free, additional \$1 each)

Number of Additional Copies of the Book:
(Do not include the original)

Would you like an electronic proof before printing for \$20?

Dedication Page Details (leave blank if you don't want this page or tick which options apply)

I have emailed my personal message with my order no. in the subject box

OR, I have included a handwritten dedication (place at front of submission)

I have emailed a high-resolution photo of my child (min. size 500KB) with my order no. in the subject box

OR, I have included a printed photo of my child with the Artwork

Custom Prints 20% off Prints when you order an Artbook!

Print No.	Print / Frame size (A4, A3, etc.)	Internal opening size (in cm)	Portrait or Landscape (P or L)	No. of Artworks on print	Title (optional)
E.g.	70x50cm	50x30cm	P	16	Creative moments by Jack, age 7-8
1					
2					
3					

Gallery Print + Frame

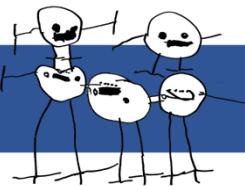
No. of artworks (9, 16 or 25)

Frame colour (White or Natural)

Digital File Gallery

I would like Hi-Res Digital Images of my artwork

Digital Files of artwork for an Artbook or Custom Print order are included at no extra charge.



Tips Sheet

Please read this thoroughly before you get started. It's all the information you need to submit your artwork!

Artwork

What to include: Anything goes! Paintings, drawings and doodles, school artwork, certificates, handmade cards, cutouts, craft objects etc. Please don't send anything too fragile or valuable that may get damaged in transit (take a photo and email it to us).

- Artwork with bright colours and good contrast is better. Pale pencil may not print as well but we will do our best.
- Light fold lines and tears can be edited out in the design process but please avoid folding artwork to prevent creases.
- Each side of a page counts as one piece (e.g. a card with front and inside would count as two pieces). If you don't want the artwork on the reverse side to be included, please mark clearly in pencil by writing a "X" or "don't include".

Packaging & Postage: Customers are responsible for shipping costs. *Before submitting your artwork, check the estimated postage costs for outward and return shipping to ensure you're prepared for the expenses.*

Securely package your artwork in the provided mailer bag (Printable Kit - source your own packaging) and include the completed Art Submission Form. For added protection, place the bag in a large rigid box (taking care not to bend the artwork), or sandwich it between cardboard or a flattened box – depending on the contents. Bubble-wrap fragile items and bend larger pieces carefully (not fold) to fit into the box, or roll them into a cardboard tube. It is also a good idea to ensure your package is shower-proof. We highly recommend sending your items via recorded delivery. If you're nearby, feel free to email us to schedule a drop-off time.

Artbooks

Cover page: Leave it up to us to choose the perfect artwork to display on the cover or specify a particular piece by writing "Cover Artwork" in pencil on the back of the page and indicating it on the order form.

Title: You can keep it simple with just your child's Name and Dates of artwork, or go creative: e.g. The Creative Collection, The Early Years Collection, Emma's First Art Portfolio, Art by Alfie, Bella's Amazing Artwork 2024 etc.

Page order: For artwork to appear in a particular order, please clearly number the back of each piece. For Sections or Chapters (e.g. different ages or school years), divide and label each section clearly. Section titles are \$1 each.

Dedication page: This is your space to be a touch sentimental! Write a personal message to your child, a poem, or some of their memorable quotes and include a photo. For handwritten messages (we will type them unless you request otherwise) and printed photos, please clearly label as for the 'Dedication Page' (or email these to us, including your Order Number in the subject box). Note: Before submitting a photograph to us, please ensure that you have obtained permission from anyone featured in the image.

Captions: Clearly write the captions in pencil on the back of the artwork e.g., "CAPTION: Rainbow, 2023". The first 5 captions are free, additional \$1 each.

Additional Copies: Artbooks are an ideal gift for family members. Additional copies are discounted at 50% at the time of ordering the first book. If you wait to receive your book before ordering additional copies, a discount of 30% will apply. We store digital files for 3 months only.

Sneak Peak: For \$20, we will email you a proof of your Artbook for approval before printing, allowing you to make up to 5 minor changes.

Custom Prints

Titles: You can personalise any print by including a Title e.g. Alex – Spaceship – Year 3. This is typically placed at the bottom of the artwork. (Clearly label on Artwork in pencil)

Personalised Prints: These are custom-sized and unframed. See pricing for example sizes. If you have a frame with an existing mount, measure the inside opening to determine print size. e.g. 50 x 70cm frame with 40 x 50cm opening (also send us a photo of the frame).

- A4 prints can display 1-12 pieces in a grid format, while A3 and A2 prints are suitable for 4+ artworks. We will contact you if smaller artwork is unable to be enlarged for a certain-sized composition.
- Grid formats are typically 2x2, 2x3, 3x4, 4x4, 4x5, 5x3, 6x4 and 6x5 depending on artwork orientation and 2x2, 3x3, 4x4 and 5x5 for square prints.

Gallery Print + Frame: These are 30 x 30cm prints inside 50 x 50cm frames, displaying either 9 (3x3), 16 (4x4), or 25 (5x5) artworks. They come without captions. Ensure you have reviewed the pricing for the print and frame, as you will be invoiced for both.

Labelling: Please write "PRINT" in pencil on the back of each artwork for the print and include the PRINT No. ID (e.g., 1, 2 or 3) if more than one Print is ordered.

Proof: You will be emailed a proof of your print for approval prior to printing. You can make up to 2 minor changes in layout or titles free of charge.

Digital File Gallery

Select this option to receive high-resolution files through a download link. This can be a standalone order. The digital files of all artwork included in any Artbook or Custom Print, are provided at no extra charge with your order.

My Smart Artbook Limited
60 Calliope Road
Stanley Point
Auckland 0624

DO NOT BEND

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