



Please note:

Filling out this form is **crucial** in order for us to create your diary correctly.



Compulsory:

Fields marked with **this symbol** *must* be addressed.



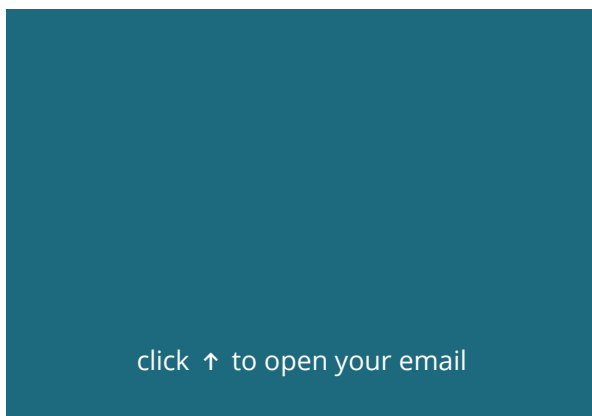
Got questions?

Don't hesitate to ask!
We are here to help.
P: 02 9213 3711
E:



Download:

Important general information about your diary's **standard inclusions**, such as standard government dates and add-on pages.



click ↑ to open your email

Attach your files as you go through this form!

Topics included:

- Logo
- School colour(s)
- Cover photo(s)
- School motto
- Diary accessories



SCHOOL INFORMATION

Name

Address

Phone

Email

Website

Other

SPECIAL INSTRUCTIONS

Anything you want us to take note of?

* LOGO

Attach all appropriate files to your **email** when submitting this form.



BEST FORMATS

.ai **.eps**

otherwise,

HIGHEST QUALITY VERSION OF

.pdf **.jpg** **.png**

Note: We prefer the original artwork file.

SCHOOL COLOUR(S)

To ensure the colours of your **cover design** are aligned with your school brand.

PANTONE code(s)
or
Colour code(s)

Note: We print in **CMYK** and the PANTONE code is simply a reference for us to get the closest value.



If unsure, find one closest to your school colour here:

* COVER PHOTO(S)

Attach all appropriate files to your **email** when submitting this form.

1.

NO. OF PHOTOS

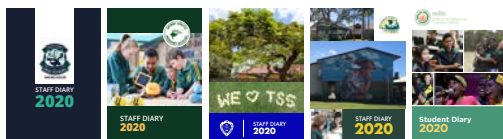
For **front** cover, choose from **0-4**



HIGHEST QUALITY VERSION OF

.pdf **.jpg**

CHECK OUT OUR TEMPLATES



If files are **more than 20mb**, please send via

or

PVC (popular)
A plain black cover.

Custom back cover
If so, please attach all files and specify:

2.

INSIDE FRONT COVER

If so, please attach all files and specify:

3.

BACK COVER

(tick only **one** box)

SCHOOL MOTTO

Just in case you want your motto on the diary cover.

DIARY ACCESSORIES

Our new products that will make your teaching life more enjoyable!

ORDER ONLINE NOW

STAFF DIARY ACCESSORIES

20%
OFF

NEW FOR 2021

when you order 10 of the same product!

Snap-on bookmarks



Pack of **three** to help you keep tabs on multiple important pages.

\$3.95

Snap-on connectors



For safe keeping of additional important pages.

\$2.45

Adhesive tabs



Label your diary nice and clearly to find pages quickly.

\$ 4.95

Snap-on ruler



Space-saving measuring tool.

\$ 1.95

Adhesive sticky note



Immediate extra space for listing out thoughts, ideas and to-do's.

\$ 3.45

Goes together with the ruler!

Elastic band



Keep your diary tightly closed and contents secure.

\$ 1.95

Pen-holder



For those who like to have a pen on hand.

\$ 1.95

Snap-on sticky notes



Pack of **eight** for quick find to reminders.

\$6.95

Snap-on quick planner



Reusable summary card for the week ahead.

\$ 4.95

*Includes complimentary marker.

Snap-on to-do list



Reusable quick-guide to important reminders.

\$ 3.45

*Includes complimentary marker.





Thanks for your time and patience, we'll keep in touch with your diaries' progress.

We will always advise you prior to undertaking any work and if there are any extra costs.

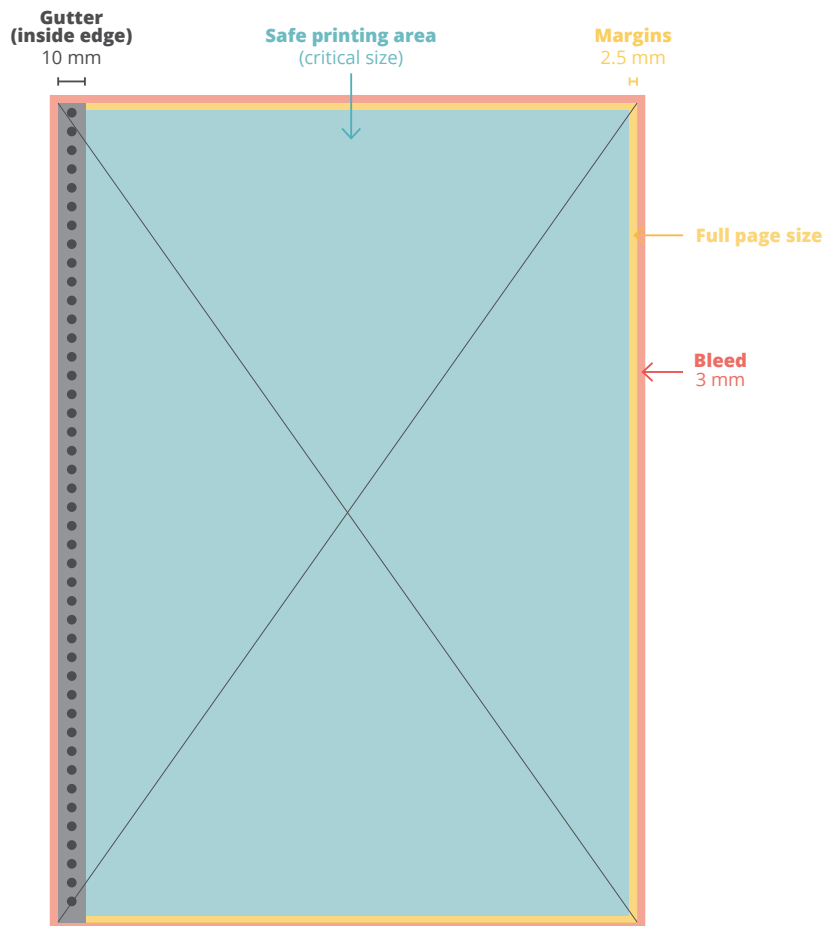
SPECIFICATIONS

FYI.

PAGE SIZES

For setting up your custom pages.

Please use **300dpi** images.
CMYK or **greyscale** only.



A4 Staff diary

