

# SUBMISSION GUIDE

## FULL CUSTOM STAFF DIARY (A4)



### Please note:

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



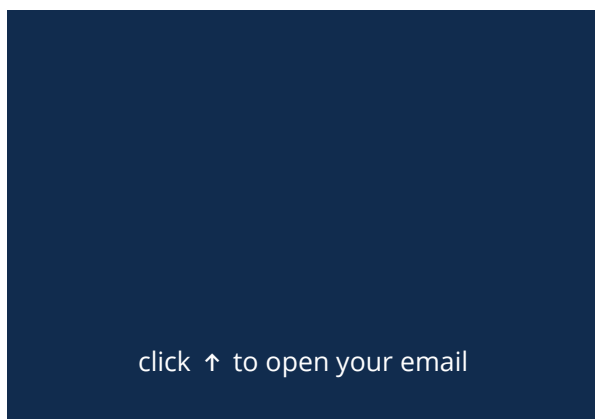
### Compulsory:

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:**



**Attach your files as you go through this form!**

## Topics included:

- Logo
- School colour(s)
- Cover photo(s)
- School motto
- Date entries
- Custom pages
- Add-on pages
- Specific layout requirements
- Diary accessories



## SCHOOL INFORMATION

**Name**

**Address**

**Phone**

**Email**

**Website**

**Other**

## SPECIAL INSTRUCTIONS

Anything you want us to take note of?

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### \* 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

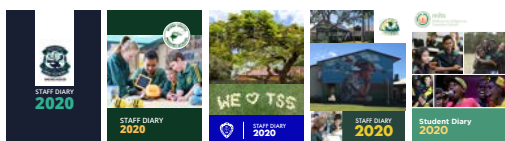
For **front** cover, choose from **0-4**



#### 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

To go on the footer throughout the diary.

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### DATE ENTRIES

1.

GOVERNMENT TERM DATES



i. Your state:

ii.

**EXTRA DATE ENTRIES**

To go with your government dates.

or

CUSTOMISED TERM DATES



If so, you **must** provide us with your school dates in an **Excel file**.

**.xlsx**



(ii)



Download our **template**



2.

**INCLUDE SCHOOL HOLIDAY PAGES**

(We normally exclude them to reduce the print cost.)

### CUSTOM PAGES

Pages where you can include whatever information you want for your school.

1.

**DESIGN YOUR OWN.**

Create your own **pre-formatted document** that will be printed **exactly** how it looks.



Download our **template**  
(See '**A4 Staff Diaries - Templates**')  
and then email us your



or



**REQUIRED + ORIGINAL FORMAT**

**.pdf**

e.g.

**.docx**

**.indd**

**WE DESIGN IT FOR YOU.**

Send us your content and we'll do it for you!



A **quote** will be provided once we receive your files.

2.

**LOCATION WITHIN DIARY**

(tick only **one** box)

**Front**

**Back**

**Split**

If so, please specify:

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### ADD-ON PAGES

Extra add-on pages that you might find useful for your staff diary.

1.

**Assessment**

**Student notes**

**Parent communication log**

**Professional development log**

**Notes**

**Other**

Please specify:

A **quote** will be provided once we move forward with your request.

2.

**LOCATION WITHIN DIARY**  
(tick only **one** box)

**Front**

**Back**

**Split**

If so, please specify:



### SPECIFIC LAYOUT REQUIREMENTS

For your **Monday - Sunday** pages.

**CHECK OUT OUR PREVIEWS**

---



**WANT A SPECIFIC LAYOUT?**

Draw us a sketch and we'll see what we can do!

1.

or

**Day to Page**

**Week to view**

2.

or

**I don't need periods.**

**Number of periods:**

3.

or

**I don't need hours.**

or

**Generic hours**  
(8am - 5pm)

**Custom hours**

If so, from when to when?

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## FULL CUSTOM STAFF DIARY (A4)

### DIARY ACCESSORIES

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

**ORDER ONLINE NOW**

## STAFF DIARY ACCESSORIES

**NEW FOR 2021**

20% OFF

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**

**Adhesive tabs**



Label your diary nice and clearly to find pages quickly.

**\$ 4.95**

**Snap-on connectors**



For safe keeping of additional important pages.

**\$2.45**

**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**

**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.

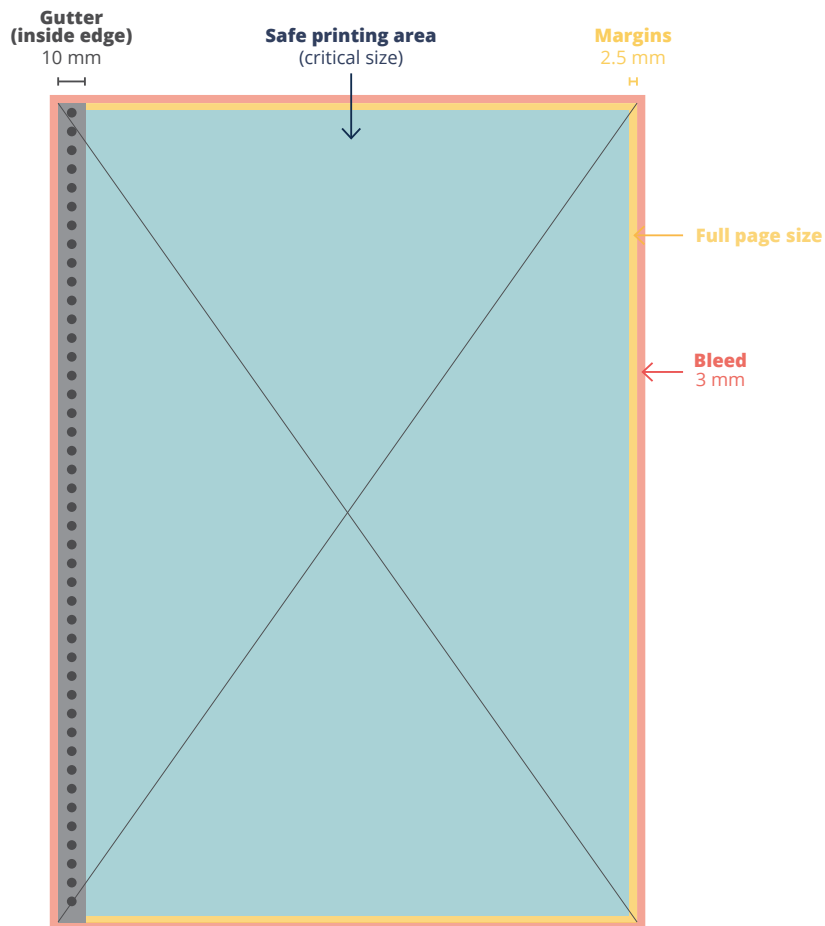
# SPECIFICATIONS

FYI.

## PAGE SIZES

For setting up your custom pages.

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



## A4 Staff diary

