

# Check List

This step-by-step list will guide you as you run the program.

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## □ Begin the program.

Once you get committee approval, call us to reserve your delivery date and to request the Starter Kit. This kit contains the Drawing Boards for your students, the forms needed to run the program and a poster for your school.

## □ Schedule and set a delivery date.

Our production time is 4 weeks from the day we receive your orders until the day we ship out your products to your school. Once you've determine your delivery date, you can then set a deadline for your students. Make a note on your calendar when you should ship your orders to Rembrandt Graphics, Inc.

## □ When drawings are completed in the art class.

We recommend your Art Teacher oversee the student's drawings in his/her art class. In doing so, the drawings will be better (your sales will be higher too). Talk to your Art Department to see if the teacher can oversee the drawings. As for your production schedule, you would need to add days for this workshop time. If you will not be overseeing the drawings in class, simply send the order forms home with blank Drawing Boards.

## □ Preparing the Order Packets and Distributing to your students.

Fill out the top of the Order Form and photocopy one for each student. Staple together a Drawing Board, the Order Form and our color flyer. Send home in the children's backpacks.

## □ When orders come in.

Review each illustration. Be sure the children's name, the teacher's name and school name are on each drawing board. Don't worry about white-out marks, smudges or drawings outside the border, we review each drawing and prep each drawing in our graphics department. Students who have submitted orders online have been instructed to turn in their Drawing Boards at school. These Drawing Boards should be gathered and collected with the rest of the orders.

## □ Online Orders.

Parents who pay online are instructed to submit their finished Drawing Boards and a copy of their receipt to school. Since these purchases will be paid directly to Rembrandt Graphics, we will calculate your school's profits and a check will be sent to you with your finished orders.

## □ Photocopy Classroom.

Make copies of the Classroom List and fill in each teacher's name and grade at the top. Transfer your student's individual order to the corresponding Classroom Lists. Print Clearly. Paperclip the finished drawing boards to the corresponding Classroom Lists. Be sure to send the drawing boards from the online orders. ONLINE ORDERS ARE NOT 'LISTED' ON THE CLASSROOM LIST.

## □ Fill out the Master Order Form.

Add up the totals on the classroom lists and fill in the grand totals in the space provided on the Master Order Form.

## □ Mailing your package.

Include in your package all student's Individual Orders, Drawing Boards from online orders, Classroom Lists with their Drawing Boards, the Master Order Form and your check payable to Rembrandt Graphics Inc. Address your package to:

Rembrandt Graphics Inc.  
24 Goose Hill Road  
Cold Spring Harbor, New York 11724

You may choose to send it Priority Mail through the post office. They will supply you with a box or large envelope at no extra charge.

