

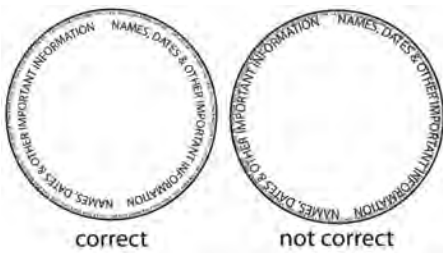
MAKE A GIFT KIT – INSTRUCTIONS

1 Draw Artwork



Download and print the new Make A Gift template on makit.com or use the template provided in the Make A Gift Kit which you purchased. If you need additional templates, you can make as many copies as you want since the new template may be printed on regular copy paper vs. special custom templates.

Create your colorful artwork on the 8.5x11 art template and don't forget to fill in the student name on the template. Naming each template will help you identify the artist of the finished product.

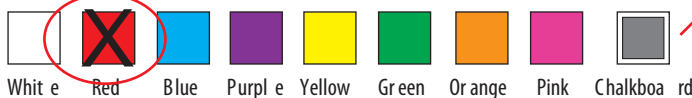


Please keep the artwork inside the circle template and allow for a 1/4" blank border around the inside of the circle template. Do not write names and dates or information a 1/4" near the edge of the template as shown in the image to the left. Anything past the 1/4" border may get cut off during the production process. (Makit is not responsible for the important names, dates, information or artwork that may get cutoff or lost during the production process. Makit cannot issue refunds or replacements due to template instructions that were not followed.)

2 Select The Products & Background Color

Please make sure to complete the art template before sending it to Makit for processing. The new template allows for multiple items and background colors to be ordered with one art template.

Select one background color per artwork by marking the colored box with an X. Background color option is not available for all items. See product collection for list of available products.



Don't forget to fill in the total quantity you want of each item in the product box at the bottom of each art template. The new template allows for duplicate products to be ordered from the same art template.

<input checked="" type="checkbox"/> 1100	<input type="checkbox"/> 16390	<input type="checkbox"/> 15MUG15*	<input type="checkbox"/> 185931	<input type="checkbox"/> 181013DBLS	<input type="checkbox"/> 15COMPU10
<input type="checkbox"/> 1300	<input type="checkbox"/> 16044	<input type="checkbox"/> 17541	<input type="checkbox"/> 185957	<input type="checkbox"/> 185507DBLS*	<input type="checkbox"/> 15JEWELB*
<input type="checkbox"/> 2500	<input type="checkbox"/> 1600	<input type="checkbox"/> 15WATBOT*	<input type="checkbox"/> 145TB*	<input type="checkbox"/> 185524DBLS*	<input type="checkbox"/> 15MP
<input type="checkbox"/> 2700	<input type="checkbox"/> 12394*	<input type="checkbox"/> 15LUNCHBX	<input type="checkbox"/> 15COMPU10	<input type="checkbox"/> 15COMPACT*	<input type="checkbox"/> 15ORNCIRC*
<input type="checkbox"/> 1150	<input type="checkbox"/> 16060H	<input type="checkbox"/> 185677H	<input type="checkbox"/> 15KIND	<input type="checkbox"/> 184630	<input type="checkbox"/> 15ORNPEWT*

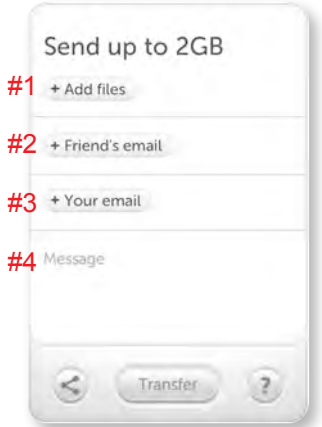
3 You Can Choose To Submit Your Art Templates & Order Form To Us In One Of Two Ways:

A Email to artdept@makit.com using www.wetransfer.com



When you have the art templates ready to send to Makit, please label and organize the finished art templates by classroom, then scan each classroom separately to convert them into a digital file. Save the scanned templates as a JPEG file and at 300DPI to get the best quality of the finished artwork. Don't forget to name each folder that you send to us with the class and teacher name that it belongs to.

Once you have your digital templates ready to send to Makit, go to www.wetransfer.com to upload the digital templates. Please upload each class folder (area #1) and send to artdept@makit.com (area #2) as separate wetransfer emails. Fill in your email address (area #3) to complete the file transfer and in the upload message box (area #4) please type the class and teacher name that matches the folder you just uploaded and click transfer.



- After you send us the files via wetransfer.com, you will receive 2 emails.
1. You will receive the first email from wetransfer.com once Makit downloads the files. This is the first confirmation that we received your files.
 2. You will get a second email from artdept@makit.com that your files have been reviewed and are now ready to process.

As soon as we receive the file transfer, we will review each scanned template for the best quality or bad scans. If everything passes the review process we will save the digital templates with the same class and teacher name included in the Message box (area #4).

If the email we receive from [wetransfer](http://wetransfer.com) is separated by class, we will also enter the order into our production system by class. This will help us mail you the finished items separated by class and it will make it easier for you to distribute the finished items to each class/teacher.

Once all the digital templates have been approved by Makit, we enter the order and submit it to production for processing. Your finished items will ship within 10 business days. (Keep in mind that the color and resolution of the scanned artwork will have a slight variation in color due to the scanned process vs. the original artwork template. Also, expect a slight variation in color on the finished product, due to different product textures and processes we use to make your personalized item vs. the original artwork template.)

B Mail it to Makit

Label and organize the finished art templates by classroom. Place each classroom in a separate large zip lock bag. Write the class name and teacher name on the outside of the bag.



Once you have your classroom templates separated by class, place the individual classroom bags in a large envelope or a box and mail it to Makit Products, P.O. Box 769100 Dallas, Texas 75376-9100. Don't forget that 10 business day production time doesn't start until we receive your physical order and not the day you mail out the package.

By sending us the art templates separated by class, we will also save the scanned artwork templates when we receive them by class and keep them in separate folders. This will help us mail back the finished product separated by classroom and make it easier for you to distribute the finished items to each teacher.

After we receive your templates, Makit enters the order and submits it to production for processing. Your finished items will ship within 10 business days.