

# Fundraising with Tea Towel Keepsakes



## Creating memories



# How it works...

SO SIMPLE IT'S FUN!!!

1

## DOWNLOAD DRAWING GUIDE

*Print and distribute to each student.*

2

## CREATE ARTWORK

*Using a **BLACK** marker, children draw their image.*

3

## CLASS LIST

*Name and number each drawing corresponding to the **CLASS LIST** available to download on our website.*

4

## DESIGN

*Download and complete **DESIGN SELECTION** form.  
Select layout and border.*

5

## COLLATE & RETURN

*Collate clearly labelled drawings, class list/s and design selection forms.  
Email [fundraising@ttkeepsakes.com.au](mailto:fundraising@ttkeepsakes.com.au) for a pre-paid return label . Send to TTK.*

6

## DRAFT ARTWORK

*Allow 5-7 days for TTK to create & email through draft artwork.  
(7-10days for whole school designs).*

7

## APPROVE & PROMOTE

*An approval form will be emailed to you along with your draft artwork to note any changes required. Pay particular attention to spelling! Time to **PROMOTE!!** Our team will email a custom marketing poster for you to use. The more you order the more **\$\$\$ you raise.***

8

## ORDER

*Once artwork has been finalised complete and return your order form.*

9

## DISPATCH

*Once artwork has been confirmed and order received, allow 2weeks for your order to be dispatched. Payment must be received before an order is sent. All orders received after 8th Nov 2024, will be sent via express post at the clients expense.*





Tea Towel  
KEEPSAKES



# Early Bird SPECIAL

Free  
TEA TOWELS

DRAWINGS TO BE RECEIVED BY 26th JULY 2024 to be eligible

Book  
now

[fundraising@ttkeepsakes.com.au](mailto:fundraising@ttkeepsakes.com.au)

ORDER 50, RECEIVE 5 FREE

ORDER 100, RECEIVE 10 FREE

ORDER 200, RECEIVE 20 FREE

ORDER 300, RECEIVE 30 FREE

ORDER 400, RECEIVE 40 FREE

ORDER 500, RECEIVE 50 FREE

- One offer per organisation
- Drawings must be received by 26th July 2024.
- Orders must be placed by the 20th September 2024.



Family owned, operated, designed & printed in Australia

[fundraising@ttkeepsakes.com.au](mailto:fundraising@ttkeepsakes.com.au) • 0498 010 892 24 Lyppards Road, Langwarrin VIC 3910

# FUNDRAISING PRICING

## 1 Colour Print Price Guide

QTY (per design)	STANDARD COTTON TEA TOWEL (white)	PREMIUM COTTON TEA TOWEL (white or natural)	POSTAGE/ FREIGHT STANDARD
300+	\$7.50	\$8.00	\$47.50
200+	\$8.50	\$9.00	\$42.50
150+	\$9.00	\$9.50	\$39.50
100+	\$9.50	\$10.00	\$34.50
50+	\$10.50	\$11.00	\$29.50
25+	\$16.00	\$17.00	\$19.50

Pricing includes artwork, set up, garment, print and GST. Price is calculated by each INDIVIDUAL PRINTED DESIGN, not total amount ordered. Please note min. order requirements per design.

## Profit Guide

Profits based on tea towels sold at \$16.00 each. This price is a guide only, you determine the selling price!

QTY	STANDARD 100% COTTON
500	\$4,250.00
300	\$2,550.00
200	\$1,500.00
150	\$1,050.00
100	\$650.00
50	\$275.00

BOOK  
NOW

## Min. Order Requirement

Minimum order requirements apply PER DESIGN. If minimum is not met, you will be charged at the required amount.

No. IMAGES	MIN. ORDER REQUIREMENT
15+	25
50+	40
100	75
150	100
200	125
300	200

## General Info

100% Cotton STANDARD tea towels are slightly smaller however still print beautifully.  
 100% Cotton PREMIUM tea towels are our best seller, they're larger with a tighter, brighter, heavier weave.  
 Natural or unbleached also available in Premium Cotton. Postage/handling is applied to **EVERY** order.  
 If artwork has been created and an order is not placed a \$300.00 artwork fee will be charged **PER design**  
 will apply. Artwork remains property of TTK and may not be reproduced without consent.

# FUNDRAISING PRICING

## GROUP DESIGN

Run, the same way as our 1 colour Fundraising activity, only UNLIMITED colour!! Individual images are arranged into a group design and digitally printed.

### Full Colour Print Price Guide

QUANTITY (PER DESIGN)	STANDARD COTTON TEA TOWEL	PREMIUM COTTON TEA TOWEL	POSTAGE/ FREIGHT STANDAR
300	\$13.00	\$14.00	\$47.50
200	\$14.00	\$15.00	\$42.50
150	\$14.50	\$15.50	\$39.50
100	\$15.00	\$16.00	\$34.50
50	\$17.00	\$18.00	\$29.50
Min 20*	\$19.00	\$20.00	\$19.50

Pricing includes artwork, set up, garment, print and GST.

LOOKING FOR MORE

Colour?  
CHOOSE OUR FULL COLOUR PRINTING

### Min. Order Requirement - per design

Minimum order requirements apply PER DESIGN. If minimum is not met, you will be charged at the required amount. If artwork has been created and an order is not placed a \$300.00 artwork fee will be charged PER design.

Min. Order x 20 on all full colour printing.

No. Images	15+	50+	100	150	200	300
Min Order	20	40	75	100	125	200

## INDIVIDUAL DESIGN

Here's where the artistic license goes into overdrive. Each child designs and creates their very own tea towel!!

- Full colour digital print to 100% Cotton **Premium** tea towel • Min. order of 20 • Price includes set up, garment, print and GST.

**\$19.95**  
each  
min order 20



# Fundraising TIPS

Get the most out of your fundraiser!

Make sure your fundraiser stays at the front of everyone's mind by showcasing it in as many different places as you can.

## IDEAS TO BE SEEN

- Put posters up in all high traffic areas
- Use our templates to post on your social media pages
- Add a note to your homepage on your website
- Add it to your school/organisations newsletter or app
- Send out a customised email

## HAVE A GOAL

Explain your fundraising goal and what you are raising money for. People are more likely to get involved if they know they can help achieve something.

## REMINDE REGULARLY

Life gets busy and it's easy for people to forget. Regularly remind them about the upcoming deadlines.

## CREATE INCENTIVES

for bulk orders offer deals  
eg. 1 x tea towel for \$15  
2 x tea towels for \$28  
3 x tea towels for \$39

Check out  
our downloadable  
resources here →

We are here to help! Any questions please contact us.

[www.teatowelkeepsakes.com.au](http://www.teatowelkeepsakes.com.au) • [fundraising@ttkeepsakes.com.au](mailto:fundraising@ttkeepsakes.com.au) • 0498 010 892

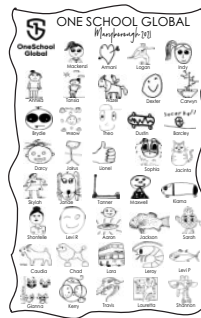
Tea Towel  
KEEPSAKES



# LET'S GET STARTED

## Design A

Individual class design



OR



## Design B

**Combined Classes**

Max. 350 images per design –we type names

Max. 250 images – children can write own names

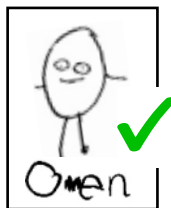
We recommend head & shoulders for 200+ images

## CREATING ARTWORK - 1 colour



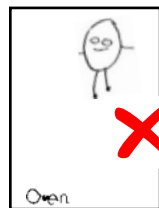
### Drawings

- Download DRAWING GUIDE
- **BLACK** marker only.
- Name/number each drawing
- *Unlimited use of colour for FULL COLOUR designs only.*



### Handwritten names

- Children to write name under drawing
- **BLACK** marker only
- Images will appear as presented.
- Please send in order of CLASS LIST



### Hand prints

- Use half an A4 page..
- **BLACK** paint only.
- Clearly name/number

## PROCESS TO CREATE YOUR TEA TOWEL

**1. CLASS LIST** using the drawing guide provided- each student complete's their drawing. Ensure each drawing is clearly named and numbered and corresponds to the CLASS LIST. Submit drawings in numerical order, drawings will be set up in the order they are received. *Please send in alphabetical order if this is how you would like to your design presented.*

**2. COLLATE & RETURN** gather artwork, class lists, design forms and b&w logo if required:

ARTWORK ☐ CLASS LIST/S ☐ DESIGN FORM/S ☐ B&W LOGO ☐

Email [fundraising@ttkeepsakes.com.au](mailto:fundraising@ttkeepsakes.com.au) and we will send you an Aus Post return label:

TEA TOWEL KEEPSAKES

24 Lyppards Road  
Langwarrin VIC 3910

**3. DRAFT ARTWORK** once drawings arrive, allow 7 days for draft artwork to be emailed through (7-10 days for whole school/larger designs) along with an approval form along to note any changes required. We will go back and forth with minor changes until you are happy with the final print ready design.

**4. ORDER FORM** once you are happy with your final design and order quantities are known, complete and return your order form via email to: [fundraising@ttkeepsakes.com.au](mailto:fundraising@ttkeepsakes.com.au)

**5. PAYMENT** an invoice will be generated once we receive your order form. Please do not send an order form with your drawings- not required until artwork has been approved. *Keep advertising right until the very end!*

**6. DISPATCH** allow 2weeks for your order to be dispatched. Goods will be dispatched once payment has been received.



# DRAWING GUIDE

## IMPORTANT INFORMATION

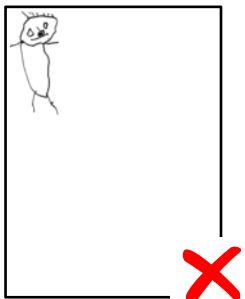
- Draw in the **CENTRE** of the rectangle below - avoid lines
- **BLACK** marker only - no pen, fine liner, greylead or pencil  
(Exception- full colour designs)
- For best print result - **SIMPLE, SOLID & BOLD**
- No staples, sticky tape or clips



**DO**



**DON'T**



- **BLACK** marker only

• Children writing their own names- please encourage directly under the image as shown.

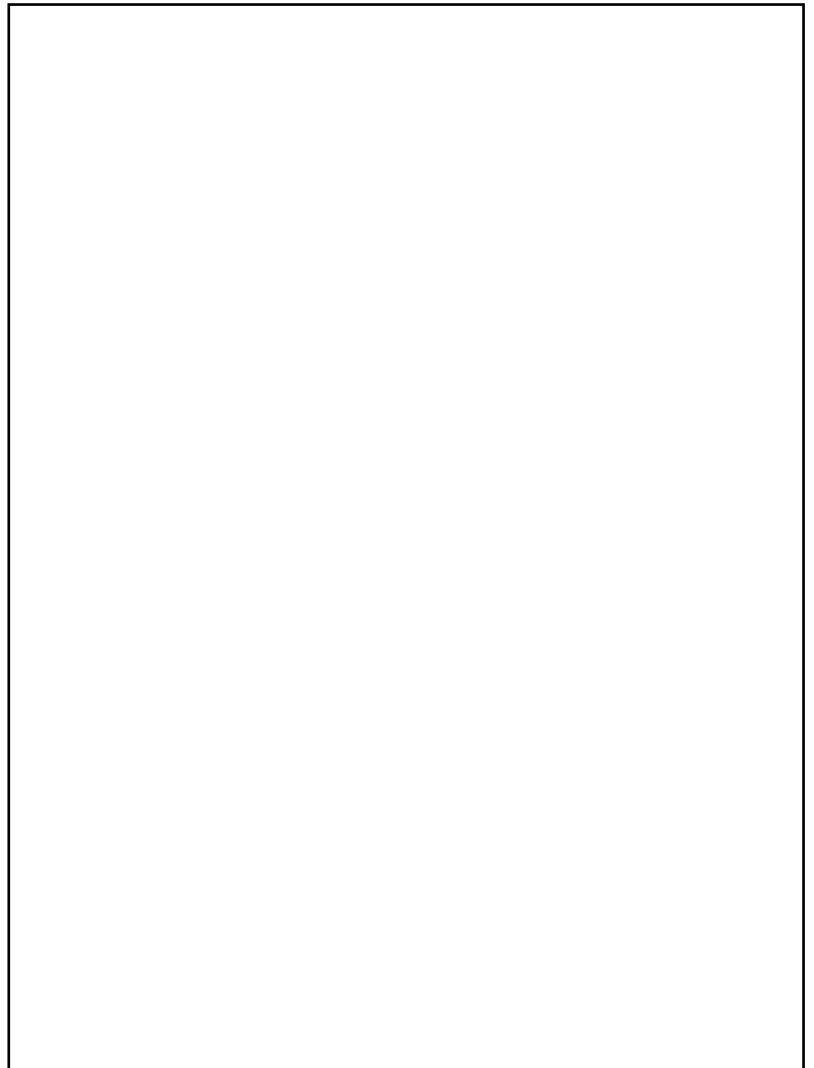
• Handprints- cut an A4 into 2- black paint only.

• Clearly name and number each drawing below:

Name: \_\_\_\_\_

Class: \_\_\_\_\_

No as per CLASS LIST: \_\_\_\_\_





# DESIGN SELECTION FORM

Please complete one form PER DESIGN. See price list for min order requirements per design.

Organisation .....

Contact Name .....

Contact Number .....

Contact Email .....

Delivery Address .....



Individual class



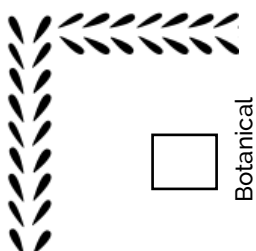
Combine classes

*Multiple classes/groups  
on the one DESIGN*

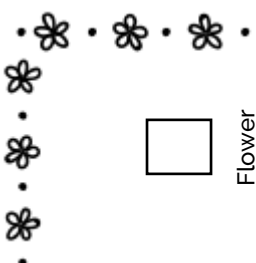
CLASS	No. of images

CLASSES / GROUPS	No. of images
STAFF	
LOGO	

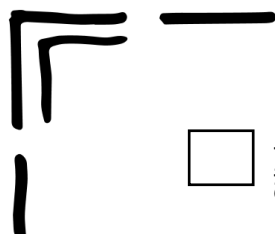
## BORDER SELECTION - Select one. .


☐

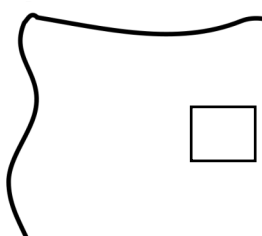
Botanical


☐

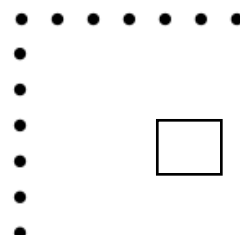
Flower


☐

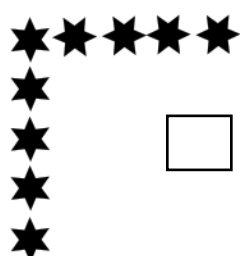
Stitches


☐

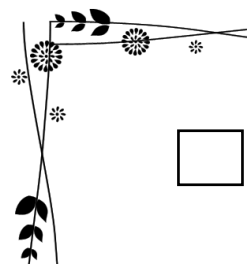
Standard Swirl


☐

Spots


☐

Star


☐

Whimsical

☐

No Border



# CLASS LIST

Complete one class list per design - number each drawing according to the class list below

**ORGANISATION:**

**GROUP:**

1	26
2	27
3	28
4	29
5	30
6	31
7	32
8	33
9	34
10	35
11	36
12	37
13	38
14	39
15	40
16	41
17	42
18	43
19	44
20	45
21	46
22	47
23	48
24	49
25	50

Educators

1
2
3
4

# FUNDRAISING ORDER TALLY

CLASS:

	Name	Drawing Y/N	Quantity ordered	Amount due	Paid
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					

This tally is for your records only - photocopy as needed

# FUNDRAISING PROFIT GUIDE

How much do we make?



BASED ON A SELLING PRICE OF  
**\$16.00 PER TEA TOWEL\***

\*standard 100% cotton tea towel

Order Qty	Profit per tea towel	Profit overall
300	\$8.50	\$2,550.00
200	\$7.50	\$1,500.0
150	\$7.00	\$1,050.00
100	\$6.50	\$650.00
50	\$5.50	\$275.00

Typical selling price is \$16.00 per item (this is a guide only).

If you were to sell 500 tea towels at \$16.00 each, you make \$8.50 per item, **raising \$4,250.00** for your organisation.

Great profit opportunity for a personalised keepsake **EVERYONE loves!**

- NO UPFRONT COSTS •
- COMBINE GROUPS AND SAVE •
- YOU DETERMINE THE SELLING PRICE •

FIND OUT MORE -

[fundraising@ttkeepsakes.com.au](mailto:fundraising@ttkeepsakes.com.au)



# FUNDRAISING ORDER FORM

Complete and email to [fundraising@ttkeepsakes.com.au](mailto:fundraising@ttkeepsakes.com.au) by the *8th November 2024*.

Organisation	
Coordinator	
Contact No	
Email	
Delivery Address	
State/Post Code	

Print colour - please nominate one below.



Maroon



Orange



Red



Yellow



Green



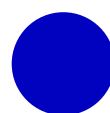
Navy



Purple



Black



Royal Blue

Class/Group	Standard or Premium Cotton	Print Colour	Unit Price inc GST	Qty	TOTAL
			\$		\$
			\$		\$
			\$		\$
			\$		\$
			\$		\$

POSTAGE TABLE	
QUANTITY	POSTAGE STANDARD
300	\$47.50
200	\$42.50
150	\$39.50
100	\$34.50
50	\$29.50
25	\$19.50

Sub Total

Folding add \$0.60 each

Yes  
No

Postage

TOTAL

- Unit price is calculated PER DESIGN not total amount ordered.
- Please allow 2 weeks for your order to be dispatched.
- Goods will only be dispatched once payment has been received.
- To ensure delivery prior to Christmas, your order must be received by the 8th November 2024.
- Any orders received after the 8th of November will be sent express post at the cost of the client.
- Postage & handling costs will be applied to EVERY order. Please refer to postage table above.

We are running a ...

## TEA TOWEL FUNDRAISER

Children's images will be arranged into a unique design and printed to a spectacular Tea Towel Keepsake EVERYONE will love!!



**100% COTTON TEA TOWEL**

1 for \$ .....

2 for \$ .....

3 for \$ .....

Complete and return ONE form per family



Family name: .....

Contact no: .....

Class	Quantity	Unit Price	Total
		\$	\$
		\$	\$
		\$	\$
Total quantity ordered		TOTAL	\$

COORDINATOR

ORDERS DUE

Presented by TEA TOWEL KEEPSAKES

Family owned, operated, designed & printed in Australia • [www.teatowelkeepsakes.com.au](http://www.teatowelkeepsakes.com.au)

# We are running a ... TEA TOWEL FUNDRAISER

WITH TEA TOWEL KEEPSAKES

What is a Tea Towel Fundraiser?  
Children's artwork is uniquely arranged  
and printed onto a quality  
100% Cotton Tea Towel




1 for \$ .....


2 for \$ .....

3 for \$ .....

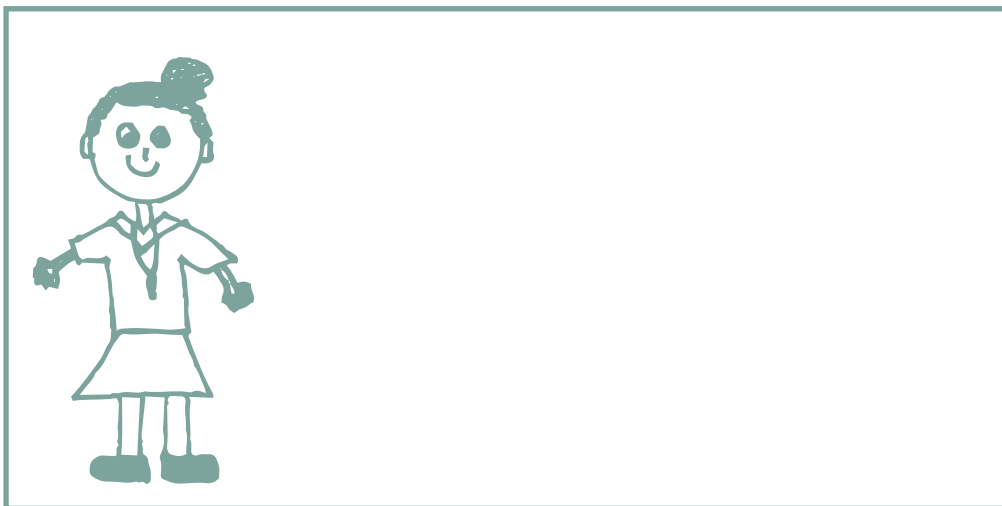
ORDERS DUE



MONEY DUE



CONTACT







# Key Dates

Early Bird Special..... Drawings by: 26th July, 2024  
Order by: 20th September, 2024

Term 4..... Drawings by: 28th October 2024  
Order by: 8th November 2024

## Frequently asked questions

### How many images can I fit on the one tea towel?

As a general rule, we can have up to 350 head and shoulder images on the one design, we type names or 200 hand prints. When there are more than 200 images, we recommend head and shoulder images only. We will type names to ensure images and names print clearly and are legible on designs with 250+ images.

### How long does it take?

From the moment you have decided you are going ahead with a Tea Towel Fundraiser, allow 3-4 weeks from start to finish. Whole schools designs may take a little longer. Once artwork has been received- allow 5-7 business days to receive draft layout. 7-10 days for whole school designs.

### Can I print in 2 or more colours?

Most definitely - ask our team for more info and pricing. Full colour options available and pricing shown.

### Do you colour match?

We certainly do at no additional cost. Please provide us with your PMS coated reference and we will colour match for you. Metallic and fluoro inks attract a higher price. [www.pantone-colours.com](http://www.pantone-colours.com)

### Do the children have to draw portraits?

Absolutely not! Consider setting a theme... these are a few of my favorite things? Be as creative as you wish!

### What if we don't meet the min. order requirement?

You will be charged at the min. requirement quantity based on number of images in your design.

### Can we re-order?

Most definitely! Re-order pricing will be based on our retail 1 colour print pricing as artwork will be on file.

### Are there any hidden/extra costs?

Absolutely not! Pricing includes artwork, set up, garment, print and GST - excluding postage.

However, please note, if artwork is created and an order is not placed, an artwork fee of \$300.00 will apply.

### How many changes can I make to my artwork?

Basic spelling and minor changes will be made without charge, any major rearranging or changes after artwork has been approved will incur a fee. Our team will advise before changes are made.

### Do you have a min. order requirement per design?

Yes, refer to our min. qty table on our website.

### Will you accept our job if drawings are sent late?

Please contact our team to confirm. Generally speaking- yes! ALL orders received after cut off will be sent via express post at the client's expense.

### Why choose Tea Towel Keepsakes?

We're Australia's tea towel printing specialists, with over 26 years experience. We are a family owned business with a friendly, helpful approach. We proudly print in Australia with genuine care and excitement.