



Trinity School at River Ridge
CUSTOM NOTE CARD ORDER FORM

*****ORDERS DUE BY THURSDAY, MAY 26, 2016*****

Student Name _____
(As it will appear on the back of the note card.)

Title of Piece _____
(As it will appear on the back of the note card.)

Number of Boxes (@\$10.00 each _____
Mailing Cost (@\$2.50 each _____
Total Cost _____

Name _____

Address _____

Phone _____ Email _____

Pick up at Trinity School at River Ridge after June 13, 2016
Questions?

Contact Ms. Leah Timberlake, ltimberlake@trinityschools.org

651.789.2890, ext. 220.

Please call the school at 651 789-2890 before picking up.



Custom Note Card Ordering Directions

Now is your chance to order custom cards of your student's current and past artwork.

Trinity will be placing a note card order of your student's art on **Thursday, May 26, 2016**.

Completed orders will be available after June 13, 2016.

All Cards come 8 to a box and are \$10.00/box.

Here is what you do:

1. Bring your student's art in to Trinity **no later than Thursday, May 26, 2016**, the last day of school. Art should be unframed and clearly labeled on the back with your student's name and title of piece. Turn in to office.
2. Fill out an order form and permission form with the name of your student (first and last name) printed clearly (as you would like it to appear on the back of the note card).
3. The title of their piece of art. (ie. Hay Stack after Monet, or Sea Scape, Flowers, etc.). This too will appear on the back of the card.
4. On the order form fill in the number of boxes you would like to order, attach a check with the correct amount. (Number of boxes X \$10.00 per box.)
5. Have your order form and permission form in by **Thursday, May 26, 2016**.
6. The Note cards will be available for pick up at Trinity after June 12th or they can be mailed to you. Mailing will be an additional \$2.50 per box. Please call the school before coming to pick up your note cards to make sure someone will be in the building.
7. Original art will be available for pick-up with the note card order.
If you would like full size reproductions of the actual art you can contact John M. Koplos, Postal Dispatch Business Center, 5113 W 98th Street, Bloomington, MN, Ph. 952-345-1879.

If you have any questions please call or email Ms. Leah Timberlake, timberlake@trinityschools.org, or 651.789.2890, ext. 220.



Trinity School at River Ridge Artwork Permission Form

Trinity School is requesting your permission to reproduce your student's artwork for promotional and/or fundraising purposes.
Please return this completed form to Mrs. Gaworski at your earliest convenience.

As you would like it to appear on the back of the card:

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Student First Name

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Student Last Name

As you would like it to appear on the back of the card:

Title: _____

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Description of artwork: _____

Grade _____

Parent/Guardian Information

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Parent/Legal Guardian First Name

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Parent/Legal Guardian Last Name

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Phone number

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Email Address

*If you have further questions please feel free to contact Leah Timberlake at 651-789-2890 ext. 220
or ltimberlake@trinityschools.org*

I hereby give Trinity school permission to publish artwork created by my child in connection with Trinity School's fundraising or promotional initiatives. I understand that my child's artwork may appear on the school website or reproduced on note cards or displayed in the school.

I understand that proceeds from any sale will go directly to Trinity School and that my child's participation in this fundraiser does not entitle him/her to any monetary compensation.

I have read and understand the above agreement.

Parent or Legal Guardian Signature

Date