



Use this simple checklist to make sure you're ready to send your package to KidsKards.

- Parent orders collected and entered into Excel Order Form.
- Excel Order Form e-mailed to: khd@kidskards.com. Make sure all information for each student's name, age and order is included.
- Original artwork, with numbered art labels applied to the back at the top, wrapped flat for mailing. If artwork is over 8½"x11", an additional charge of \$10.00 per item will be added to your invoice for scanning.
- Artist Release Forms collected — keep for your own records.
- Mail proceeds/mission statement and logo (electronic or one to be scanned) with your student's artwork.
- Deposit of \$75, check or money order included unless previously mailed.
- Please use Priority Mail, FedEx, or UPS to mail artwork to:

KidsKards, Inc.
Attn: Kathy Hamilton-Dix
5404 Windsor Lane
Fairway, KS 66205