

Using the Artwork Summary 2021

Schools:

Remove all sticky notes, staples and clips from the artwork. INSPECT THE ARTWORK FOR CONFORMANCE TO DPRINT'S GUIDELINES. Remove non-conforming artwork; it will not be scanned.

1. Put the artwork in numerical order. Confirm that the Student Names and numbers correspond with the numbers on the Artwork Summary.
2. Summarize the conforming artwork to be scanned on the Artwork Summary spreadsheet, identifying teacher name, school, student name and award consideration, if any.
3. The Artwork Summary has already defined the last digits of the i.d suffix. Deliver the artwork and the Artwork Summary in the same sequential order.
4. Put all of each school's artwork in a 10 x 13 envelope and attach the Artwork Summary hard copy on the outside of the envelope. DPRINT will add the year, county and school code prefix to the number pre-assigned by the teacher. This will become the tag I.D. After scanning, DPRINT will return the artwork.

Ordering artwork

Please submit your orders ONLY on the separate ORDER SUMMARY.

800.888.8545

