

Steps for parents on how to place your order online:

- Receive your child's drawing sheet with their artwork
- Visit [www.totalknockout.co.uk](http://www.totalknockout.co.uk) and begin the process of placing your order
- Click on 'shop' on the menu bar along the top
- Select the products you would like to purchase
- Click on add drawing sheet
- Enter the unique drawing sheet number (found on your drawing sheet)
- Enter your child's name as you would like it to appear on the back of the card
- Select the card orientation – if you are unsure click on the link next to the orientation to make sure you get this correct
- Click add drawing sheet button
- You can add as many drawing sheets as you require – especially if you have more than one child by selecting the add extra drawing sheet in the drop down box
- Select the drawing sheet number/ child's name you would like to customise the product with
- If you are ordering cards select the card size required A5 or A6
- Select the pack size 10,20,30 or 50
- Select-the required message from the drop-down list
- Select the envelope colour – white, red, or white with Christmas design
- Click add to cart
- Select any other products you may want to purchase (your current drawing sheet selection will be remembered) and follow the instructions
- Click add to cart for all additional products
- Once all products have been added click on view cart
- Click on proceed to checkout
- Complete all personal details as required
- Select payment type – Paypal or debit/credit card
- Enter details as required
- Click place order
- You will receive a confirmation email once your order is complete

Should you require any help please visit [www.totalknockout.co.uk/help](http://www.totalknockout.co.uk/help) or contact us on 01206 331816.

Now please send the ORIGINAL drawing sheet to the school co-ordinator/teacher or post directly to Total Knockout. This will depend on what your school has instructed you to do so please do check with them. We do not have copies of your child's drawing sheet, so it is vital that the ORIGINAL artwork is received by us to reproduce any products you have ordered.