

Bespoke Primary Product Design Guide

1

- ▶ Email your design instructions to **planners@dactylpublishing.com**
- ▶ If you prefer, we can add your logo to our existing artwork.
- ▶ Include a high resolution copy of the school logo if you want this to be included in the design. Ensure that the logo is in JPEG, AI, PNG or EPS format. Logos should **NOT** look like this:



Logo should not be stretched



Logo should not have a background



Logo should not be blurry or pixelated

- ▶ If you can, provide examples of preferred colours, fonts and styles you'd like us to use. You might even want to provide us with a sketch.
- ▶ If generic images are being used, make sure you have permission to use them.

2

- ▶ We design your cover and email a PDF draft to you.
- ▶ Inform us of any changes you require and we will update the PDF and send it back to you for assessment. We'll keep doing this until you're happy with the design.
- ▶ It is your responsibility to properly proof read and check the draft before approving it for print.

3

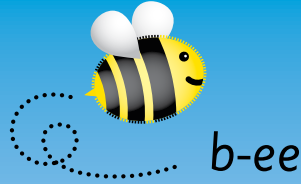
- ▶ When you're ready to order let us know what type of lamination you would like. We offer matt, gloss or no lamination. Lamination improves durability and matt lamination is recommended if you intend to write on the outer cover.
- ▶ Let us know how many of each you'd like to order - take care to refer to each record by its proper name. There is a minimum order quantity of 200 records and this can be mixed if you're ordering more than one type.
- ▶ Provide us with a purchase order number if your finance department requires one.
- ▶ We charge an additional 35p + VAT for reading records with bespoke covers.

4

- ▶ Once your order has been placed, it usually takes 2-3 weeks for us to produce and deliver your books.
- ▶ Your order will be invoiced shortly after you have received your books.

Please scroll through for other Reading Record, Weekly Diary and Spelling Record cover design ideas.

Name: _____



Add your
logo to our
existing
artwork.

r-ea-d-i-ng

b-u-g



g-r-a-ss

Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk Ll Mm Nn Oo Pp Qq Rr Ss Tt Uu Vv Ww Xx Yy Zz

Reading Record and Phonics Log

Including a Guide for the Reading Helper

Name:



Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk Ll Mm Nn Oo Pp Qq Rr Ss Tt Uu Vv Ww Xx Yy Zz

Reading Record

Including a Guide for the Reading Helper

Name: _____



Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk Ll Mm Nn Oo Pp Qq Rr Ss Tt Uu Vv Ww Xx Yy Zz

Reading Record

Including pages to support reading and writing

Name: _____

reading
is
fun



Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk Ll Mm Nn Oo Pp Qq Rr Ss Tt Uu Vv Ww Xx Yy Zz

Reading Record

Including pages to support reading and writing

Name: _____



Aa Bb Cc Dd

Ee Ff Gg Hh Ii Jj Kk Ll Mm Nn Oo Pp Qq Rr Ss Tt Uu Vv Ww Xx Yy Zz

Year 1

Spelling Record

Including a Guide for the Spelling Helper

Name: _____

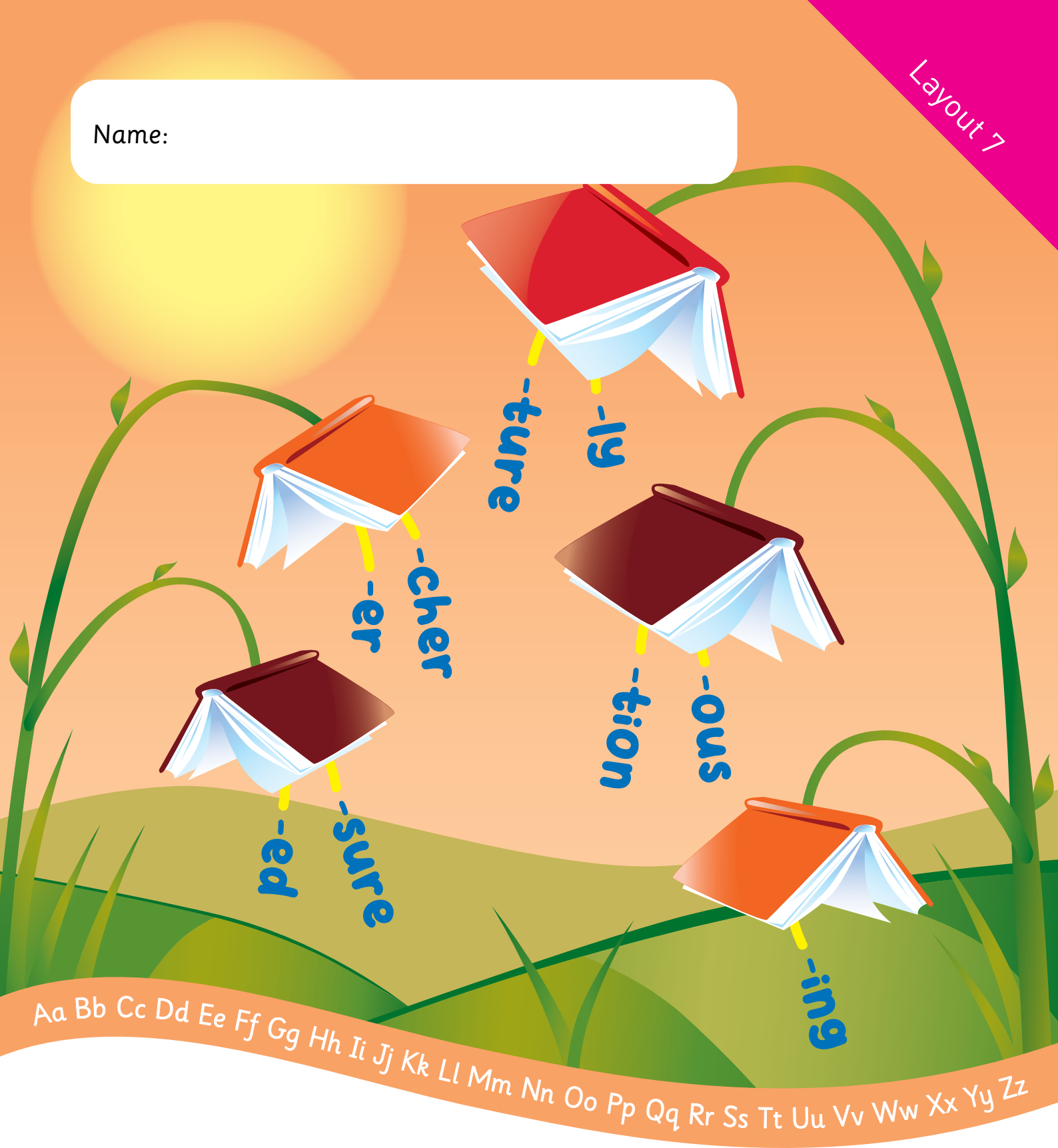


Year 2

Spelling Record

Including a Guide for the Spelling Helper

Name: _____



Year 3

Spelling Record

Including pages to support spelling

Name: _____



Year 4

Spelling Record

Including pages to support spelling

Name:

r o o t

w o r d

s u f f i x

p r e f i x

Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk Ll Mm Nn Oo Pp Qq Rr Ss Tt Uu Vv Ww Xx Yy Zz

Year 5

Spelling Record

Including pages to support spelling

Name:

-tious

-cious

-cial

-ough

-ance

-tial

-able

-ence

-ible

Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk Ll Mm Nn Oo Pp Qq Rr Ss Tt Uu Vv Ww Xx Yy Zz

Year 6

Spelling Record

Including pages to support spelling

Add your
logo to our
existing
artwork.

Name:

September October November December January February March April May June July



Reading Record and Weekly Diary

Name:

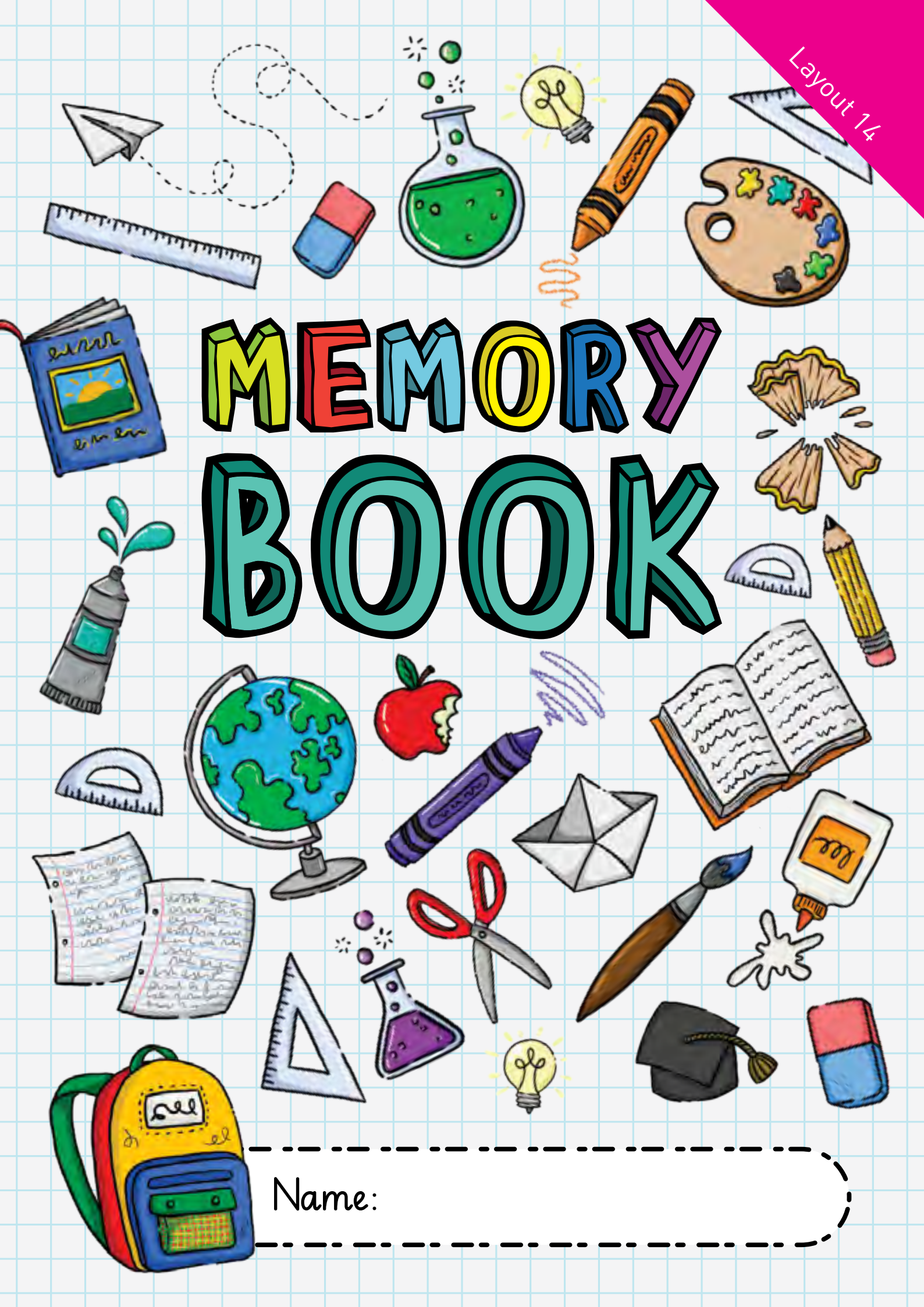
September October November December January February March April May June July

Reading Record and Weekly Diary

MEMORY BOOK

Name:

MEMORY BOOK



Name: _____

My Memory Book

Name:

Name: _____



Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk Ll Mm Nn Oo Pp Qq Rr Ss Tt Uu Vv Ww Xx Yy Zz

Reading Record and Phonics Log

Including a Guide for the Reading Helper

Name:



Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk Ll Mm Nn Oo Pp Qq Rr Ss Tt Uu Vv Ww Xx Yy Zz

Reading Record

Including a Guide for the Reading Helper

Name: _____



Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk Ll Mm Nn Oo Pp Qq Rr Ss Tt Uu Vv Ww Xx Yy Zz

Reading Record

Including a **Guide for the Reading Helper**

Name: _____

Send us your own
artwork and we
can add it to
the cover.

September October November December January February March April May June July



Reading Record and Weekly Diary



QUEEN'S SCHOOL

Reading Record & Diary

Name:

Tutor:



Queen's School Weekly Diary

Name:

Class

Teacher:



Name

Layout G

Year 1

Spelling Record

Including a Guide for the Spelling Helper

Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk Ll Mm Nn Oo Pp Qq Rr Ss Tt Uu Vv Ww Xx Yy Zz





Queen's School

C of E Primary School & Nursery

Send us your own
artwork and we
can add it to
the cover.

Year 1 Spelling Record

Name:

Including a Guide for the Spelling Helper

Name:



YEAR 1

Spelling Record



The Queen's School

PREPARATORY SCHOOL