

**TILE WALL PROGRAM**  
*(Interior Walls Only)*  
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## TILE WALL PROGRAM INSTRUCTIONS

### ARTWORK PHASE

1. Use the appropriate artwork paper for the selected tile size. For the 6" x 8" tiles, 8 ½" x 11" paper should be used. For the 4 ¼" x 4 ¼" and 6" x 6" tiles, 8 ½" x 8 ½" paper should be used. This will ensure that the images are of the correct proportion when reproduced onto the tiles. The appropriate paper has been included in your display kit.
2. Students begin creating the artwork in class. Follow the enclosed **Art Instructions** carefully to ensure optimum results. **BE SURE THAT THE STUDENT NAME, GRADE AND CLASS IS MARKED ON THE BACK OF EACH PIECE OF ARTWORK.**
3. Announce the program. Promote the program in daily school announcements, weekly or monthly school newsletters and in school assemblies. A Look What's Coming Letter has also been developed and included on page 6 of this guide. If you are promoting the program to the parents & students (i.e., asking the parents or students to purchase a tile for the wall), then it is very important that you send a copy of this letter home. **The Look What's Coming Letter** provides details on the program and also serves to eliminate confusion when the families receive their packets and order forms later in the program. This letter should be sent out approximately 2 weeks before the parent packages are sent home.

### ORDER PHASE

4. If this program is being promoted to the parents and students, then a parent package should be assembled for each student and sent home. This parent package should include:
  - a. Original Artwork
  - b. Dear Family Letter with Permission Form. A master Dear Family Letter has been provided. You may use this master or create your own letter. If you are using our master, please fill out the Dear Family Letter completely and carefully check the information contained in the letter for accuracy.
  - c. Full Color Flyer (provided by Original Works if needed)
  - d. Order Form (if needed)
5. Send all parent packages home. Be sure to remind students of the timeframe they have for returning their orders to the school.
6. When the orders are returned to the school they should include:
  - a. Original Artwork.
  - b. Completed & signed Permission Form.
  - c. Order Form (if applicable)
  - d. Payment. Be sure to check each order form and payment amount for accuracy. The payment should be made out to the school and not to Original Works.

## TILE WALL PROGRAM INSTRUCTIONS, cont'd

### SHIPPING PHASE

7. Separate the artwork, orders and payments. Tape the Order Form, if applicable, on the back of the artwork. Organize the artwork into a folder or folders. If you have a large number of participants, you may want to separate the artwork into multiple folders by grade or class.
8. Complete Shipping Form "W". This form must be sent in with the artwork and your payment. Please generate a single check for the total order made payable to **Original Works**. Appropriate shipping & handling charges will be invoiced with the completed order. Blank tiles may also be purchased and used as a border or to fill in empty spaces in the wall. Consult Shipping Form "W" for pricing and ordering details. Wrap in a plastic bag(s) to protect during shipping.
9. Use a **traceable carrier** to send artwork/orders to Original Works (**UPS, Fed Ex**, etc.) in a padded envelope or box suitable for the number of artwork/orders enclosed.

### INSTALLATION

10. **Tiles are for installation in interior walls only.** Original Works will not warrant the performance of tiles installed in an exterior wall, exterior walkway, breezeway or other exterior structure. To avoid potentially scratching the tile surface when installing, use of sandless grout is strongly recommended. Please consult the Tile Wall Installation Instructions on pages 10 & 11 for complete details.

**QUESTIONS?** Call your sales representative or customer service at **1-800-421-0020** .To access downloadable forms, lesson plans and other program information, click on the following link and enter the password **CCC1314** (password must be in all capital letters)  
<http://www.originalworks.com/customer-care/>.

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# ARTWORK GUIDELINES

Providing you and your families with the very best reproduction possible.

These guidelines have been developed throughout our 24 years of experience.

If you read *anything* in this guide, please make sure that it is these two pages.

This will help to ensure a successful program.

## All About the Paper

We supply high quality art paper in the correct size and weight. This paper showcases the artwork to its best advantage. We ask that you use this *free* paper to create the art for this one project.

Substituting construction paper or other paper that is not of the same quality can cause problems:

- **Construction paper does not always reproduce true to color.**  
Blues will be purple, blacks could be green, reds could be pink, etc.  
Please save that paper for other projects, and use the paper we send for this project.
- **Paper that is too large or too small will not reproduce correctly.** Unfortunately, it will be returned with instructions to correct the error and resubmit the art for processing.

## The Art Media Makes the Difference!

These proven media can be used to create great artwork and ensure the success of the program:

- **Markers.**
- **Tempera Paints & Intense Water Colors.**
- **Crayons.**
- **Oil Pastels** (Fixative must be applied).
- **Paper Collages.**
- **Themes that artists will enjoy** and that look great on finished products.  
Select from our 30+ lesson plans or use your own for this special project!
- **Bright, bold colors that fill the entire space.** Finish off the artwork with great colored borders!
- **Be sure** to write each child's name, class & grade on the **back** of the artwork in pencil.  
Also mark the top of each artwork by placing a "T" on the **back** of the paper in pencil.

## Please Avoid ...

- 1. Fluorescent Colors.** They do not reproduce with the vivid brightness of other mediums like markers or paint. Pinks may reproduce as purples and vice versa, orange could reproduce as brown, etc.
- 2. Metallic Art Media** (paints, markers, paper, etc.) – are often not true to color on final reproductions. Gold's will be dull yellow. Bronze and copper will be green tinged. Silver could be dull gray, purple or even black.
- 3. Chalk and Oil Pastels** –are messy and can smudge, making details fuzzy and less defined. If you choose to use these art media, they **MUST** be sprayed with a fixative such as **Krylon #1306 Matte Fixative** or we will need to return the artwork unprocessed.
- 4. Playing on the edge** – Printed words, names, dates, etc that are printed at the edge of the artwork may be trimmed or cropped off the picture and lost during reproduction. This is especially true with full bleed products where the picture actually wraps around the edge of the product.

**All important artwork details MUST BE at least 1” from the edge of the paper**

***At Your Own Risk*** – If you choose to submit artwork using these mediums, please be advised that you do so *at your own risk*. Refunds will not be provided, and reruns will be done at your cost.

## **Prohibited Items** (to avoid family disappointment)

**Glitter, abrasives, copyright material, trademarked material or 3D objects such as cotton balls, googly eyes, foam cutouts cannot be used on artwork submitted for this program.**

**Glitter** – Whether it is sprinkled on, or incorporated into glue, paint or inks, this product causes all kinds of machine problems and equipment failure. As with the metallics outlined above, it also may not reproduce correctly on the finished product. Therefore we must insist – ***no glitter, please.***

**Abrasives** – Sand, salt, globs of glue, paste and other materials create scratches on our equipment. These scratches then show on the pictures, making for unhappy parents. Please help us to keep everyone happy and save the abrasives for a different art project.

***Don't Make Us Do It*** - Artwork that arrives containing one or more of these media, will unfortunately have to be returned without being processed. **There are no exceptions to this policy.**

~Please adhere to our guidelines to ensure that YOUR families are not disappointed~

If you have any questions or require clarification on our artwork policies, please do not hesitate to call or e-mail our Customer Service Department at 800-421-0020 or [cs@originalworks.com](mailto:cs@originalworks.com).

# LOOK WHAT'S HAPPENING AT OUR SCHOOL!

Dear Family:

This is to let you know that our school will soon be offering you a special opportunity to turn your child's very own artwork into a full-color ceramic tile that will be permanently installed in a wall of the school.

Your child will have fun creating artwork in school, using the regular school curriculum as the basis for their work of art. An information packet containing a color flyer, order form, project description and your child's work of art will be sent home in the next few weeks. When it arrives please take a few minutes to review the information. We hope you will be able to take advantage of this very special opportunity.

We are excited about this event and hope that you will be too. Look for more information coming soon!

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# RESERVE YOUR SPOT ON OUR WALL

Dear Family:

We are inviting you to take advantage of a truly unique opportunity to have a reproduction of your child's artwork permanently installed at our school. We will be constructing a new tile wall consisting of ceramic tiles of a \_\_\_\_\_ dimension. Each tile will feature a piece of our student's artwork.

Artwork for this project has been created in class and is enclosed along with a full color flyer describing the tile wall. If you are interested in ordering a tile featuring your child's very own artwork, then please do the following:

- 1.) Complete and sign the Tile Wall Order Form at the bottom of this page.
- 2.) Make check payable to \_\_\_\_\_ in the amount of \$ \_\_\_\_\_.
- 3.) Return the signed release form, payment, artwork and order form ( if applicable) to the school no later than \_\_\_\_\_.

For further information on this exciting new project, feel free to contact \_\_\_\_\_ at \_\_\_\_\_. We look forward to having your child's work of art permanently displayed in our school.

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## TILE WALL PERMISSION FORM

Student Name: \_\_\_\_\_

Grade & Teacher: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_

YES! I would like to participate in this exciting school project. Please reserve a tile in your wall featuring my child's artwork. Enclosed is my payment and the artwork to be used in the tile wall.

\_\_\_\_\_  
(Parent/Guardian Signature)

Original Works



800-421-0020

www.originalworks.com

### ORDER FORM

School	Grade & Teacher	
Student Name (First & Last)		
Parent Name	Home Phone	
Street	City	State/Zip

### TILE WALL

PRODUCT	QUANTITY	PRICE/EA	TOTAL \$
<i>Ceramic Tile</i>			
TOTAL \$ AMOUNT			

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### ORDER FORM

School	Grade & Teacher	
Student Name (First & Last)		
Parent Name	Home Phone	
Street	City	State/Zip

### TILE WALL

PRODUCT	QUANTITY	PRICE/EA	TOTAL \$
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### ORDER FORM

School	Grade & Teacher	
Student Name (First & Last)		
Parent Name	Home Phone	
Street	City	State/Zip

### TILE WALL

PRODUCT	QUANTITY	PRICE/EA	TOTAL \$
<i>Ceramic Tile</i>			
TOTAL \$ AMOUNT			

# Shipping Form W

## INTERNAL USE ONLY:

CODE: \_\_\_\_\_  
 RECEIVED BY: \_\_\_\_\_  
 DATE: \_\_\_\_\_

## TILE WALL ARTWORK SHIPMENT

This Form **MUST** accompany your order.

Organization Name: \_\_\_\_\_  
 Organization Address: \_\_\_\_\_  
 Street: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Contact : \_\_\_\_\_ Phone: \_\_\_\_\_

Tile Sizes & Cost	Quantity	Cost
6" x 8" Ceramic Tile w/Full Color Image		\$12.25
4 1/4" x 4 1/4" Ceramic Tile w/Full Color Image		\$6.00
6" x 6" Ceramic Tile w/Full Color Image		\$12.00

Blank Tiles	Quantity	Cost
6" x 8" Blank Ceramic Tile		\$6.25
4 1/4" x 4 1/4" Blank Ceramic Tile		\$3.25
6" x 6" Ceramic Tile Blank Ceramic Tile		\$5.25

**Blank tiles may be purchased and used as borders or to fill in empty spaces within the wall. Please indicate quantity required on this form.**

Number of Artworks: \_\_\_\_\_ Number of Classes: \_\_\_\_\_

Check Enclosed: # \_\_\_\_\_ Check Amount: \$ \_\_\_\_\_

Please note any week days within the next month that school will be closed: \_\_\_\_\_

**Tiles are for installation in interior walls only. Original Works will not warrant the performance of tiles installed in an exterior wall, exterior walkway, breezeway or other exterior structure.** To avoid potentially scratching the tile surface, we strongly recommend the use of sandless grout when installing the tiles. Artwork for 6" x 8" tiles should be 8 1/2" x 11". Artwork for 4 1/4" x 4 1/4" and 6" x 6" tiles should be 8 1/2" x 8 1/2". A 6.5% charge will be added to all orders to cover shipping & handling.

PLEASE CONSULT YOUR BUSINESS OFFICE FOR YOUR LOCAL SALES TAX STATUS AND SCHOOL TAX POLICY

**TAX STATUS:** If your school is in **CA, CO, FL, GA, MD, MI, NC, NJ, NY, SC, TN, TX, UT or VA**, Please review the following and check the appropriate box:

- We are TAX EXEMPT and our tax exempt form is attached or will be faxed or mailed. We understand that without a tax exempt form on file, that we will be charged sales tax.
- Purchases made by this organization are TAXABLE. We will be charged tax based on the SCHOOL COST of the products.

**It is the responsibility of the school or organization to increase the PRICE TO FAMILIES to cover any tax liability.**

Send to: Original Works, 54 Caldwell Rd, Stillwater, NY 12170

Visit the Customer Care Center at <http://www.originalworks.com/customer-care/> for additional forms and answers to commonly asked questions.  
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# TILE WALL INSTALLATION INSTRUCTIONS (Interior walls only)

The following instructions are designed to provide a guideline for successful installation of your tile wall. We strongly recommend that you use a qualified tile installer to install your tile wall. Careful installation will insure the life of your product. Original Works will not be held liable for tiles that are damaged or broken during the installation process.

Use of non-abrasive (**sandless**) grout is strongly recommended to ensure no scratching of the tile occurs during the installation step.

## INSTALLATION

Step 1: Use a notched spreader (normally supplied with the tile adhesive) to apply the adhesive evenly over the surface to be tiled. The ridges in the adhesive allow for positioning and bedding of the tiles. Cover an area of about 1m<sup>2</sup> (1yd<sup>2</sup>) at a time, to prevent the adhesive from drying out.

Step 2: Start with the first tile in the bottom most left hand corner by pressing it until it is firmly fixed. Continue by adding the tiles to the right side, building out one row at a time. Continue with successive rows of tiles until the whole area has been built up, applying new adhesive as and when required. Periodically, use a damp sponge to wipe any excess adhesive from the surface of the tiles.

# GROUTING

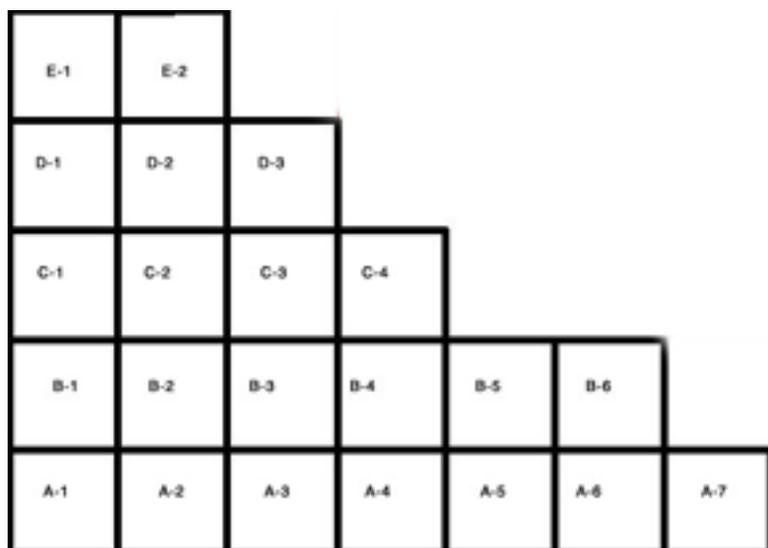
Non-Abrasive (Sand-free) grout can be applied 24 hours after tiling. Professionals use a 'squeegee' type tool, but a piece of dense foam sponge or a rubber spreader are also suitable.

Step 1: Use the spreader to force the non-abrasive grout into the gaps between the tiles. Spread in all directions to ensure the gaps are well filled.

Step 2: After covering the surface area to be worked, wipe away the excess grout with another sponge, rinsing it frequently in a bucket of clean water. To give an even, polished finish to the grout, use a piece of dowel to run down the grout lines, to ensure an even depth and thickness to the grouting lines.

Step 3: When the grout is dry, polish the tiled area with a soft cloth.

Use this grid to position tiles. Start from the left hand side at the bottom of the wall. It is best to lay out the entire mural before beginning any installation.



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