**Memo template**

Hi everyone,

We are pleased to let you know that you can now order a printed version of your child’s learning journal!

As you may already know, you can download a free PDF copy of the journal. This shows your child’s learning journey while they’ve been with us. In addition to this, you can also choose to buy a professionally printed book, a beautiful keepsake for you and your child.

This year, we are able to place a *bulk order* of printed journals, which means you save on delivery fees (around £8) whilst supporting [school name]. To access these savings, we’ll need at least 20 books in the group order.

Please see the attached price list, along with pictures and a short video showing what the printed journals look like.

As you can see, prices depend on how many pages are in your child’s journal. To find this out:

1. Log in to [www.tapestryjournal.com](http://www.tapestryjournal.com) (browser only – not the app)
2. Click your name (top right), then *Downloads*
3. Look at the number of pages in your child’s PDF journal

Important: Please check the content of your child’s journal carefully before ordering. Once we place the order, no changes can be made.

You’ll notice that you can buy a copy directly from the *Downloads* section. Note that this will not include the bulk delivery savings. To get the reduced price:

* Please send a message to [contact name or email] to confirm how many copies you’d like.
* Let us know if you’d like paperback or hardback.
* Send payment of the total amount by [payment deadline] using reference [required reference].
* You can pay via [payment method]

Once the books are ready, they will be delivered to [school name]. We will let you know when they are available to collect.

Thank you,

[Name/School name]

**Letter template**

[School Logo or Header]  
[Date]

Dear Parents and Carers,

We’re excited to let you know that you can now purchase a printed version of your child’s learning journal!

Alongside the free downloadable PDF available via Tapestry, you have the option to buy a professionally printed copy. These beautiful books are a special way to celebrate and remember your child’s achievements during their time at [School Name].

This year, we are able to place a *bulk order* of printed journals, which means you save on delivery fees (around £8) whilst supporting [school name]. To access these savings, we’ll need at least 20 books in the group order.

**How to check your journal’s price**

Prices depend on how many pages are in your child’s journal. To find this out:

1. Log in to [www.tapestryjournal.com](http://www.tapestryjournal.com) (browser only – not the app)
2. Click your name (top right), then *Downloads*
3. Look at the number of pages in your child’s PDF journal

You can then scan the QR code below to view the full price list.

[QR code linking directly to price list image]

**Important:** Please review the journal carefully before ordering. Once orders are submitted, no changes can be made.

**How to place your order:**

To take advantage of the delivery savings:

* Email or message [Contact Name/Details] to confirm how many copies you'd like and whether you’d prefer paperback or hardback
* Send full payment by [deadline]
* Payment can be made by [method]. Please use reference [required reference].

The printed books will be delivered to [School Name], and we’ll let you know when they are ready to collect.

Thank you for celebrating your child’s learning journey with us!

Best wishes,  
[Your Name]  
[School Name]