



LEARNING LADDERS

# Ordering your Ladder Booklet Designs

If you would like to use the Learning Ladders pupil booklets you can order the designs straight through your Learning Ladders site.

## Creating your Draft Booklets



Click on the "Ladders" tab



Select "Design Options"



Select "Create Draft Ladders"

At this point we would recommend printing off the draft Learning Ladders booklets and passing them round for proof reading to ensure you are fully happy before ordering the final designs.

## Ordering your Final Designs



Click on the "Ladders" tab



Select "Design Options"



Select "Order Final Booklet Designs"



Complete the order form and submit your order to us



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## What Happens Next?

Once you have submitted your request, your details will be emailed to our designers.

We will be in contact with you to confirm your requests and your booklet designs will be created. We will convert the draft Ladders into the final designed format for you. (The first 6 booklet designs are complimentary, additional designs will be charged.)

Please allow 5-7 working days for the proofs to be converted to the final design.

*Please note: the complimentary design service assumes no amendments, and a final version will look exactly as the sample Hiltingbury booklets (i.e. same content order, Years 1-6). We can make alterations to the design of the booklets if you require, but these will incur an additional design charge.*

## Printing your Booklets

The choice is yours as to who prints your booklets.

You will be emailed a pdf copy of your Learning Ladders booklets. With this you can print your Ladders at school or through a professional printer. We have set up a partnership with a specialist printer through which we have already negotiated a reduced cost for Learning Ladders schools.

To gain a quote, please visit their website - ESP Colour create a log-in and they will tell you how much it will be to print your booklets professionally. Once you have placed your order, the booklets will be with you within 7 working days.