

Dear \_\_\_\_\_\_\_\_\_\_\_\_

* Your deadline to send your artwork to Original Works is quickly approaching! **If you are behind schedule, contact me immediately.**
* **Make sure all artwork** **has the pre-printed student artwork label.** The label should be affixed to the artwork in the space indicated. Please be sure the correct orientation box is checked for vertical or horizontal artwork
* **Please organize artwork by teacher/class and then grade.**  Please use folders to keep the orders/artwork separated by class/grade; then write the teacher’s name, grade and number of artworks submitted on the outside of the folder.
* **We recommend placing all folders in one large plastic bag.** Large Zip lock bags work great! This helps to keep your artwork dry and protected from water damage while in transit.
* **Include Shipping Form E (attached).** This can also be found in your **C**oordinator’s **G**uide, as well as our Customer Care Site: <http://www.originalworks.com/customer-care/>. **Your password is CCC1314.**
* **Send artwork package on the scheduled ship** using the provided pre-paid UPS label.

If you have any questions, refer to your Coordinator’s Guide, our website, or contact your Sales Representative directly.