

INTERNAL USE ONLY:

CODE: _____

RECV'D BY: _____

DATE: _____

Shipping Form G

Online Gallery Program | Manual Orders

School/Organization Information:

School/Organization:		School Account Code:
Address:		
City:	State:	Zip:
Contact:		Phone #:
Weekdays you will be closed:		# Artworks sent:

Instructions:

- If artwork HAS already been uploaded to the school gallery, it is **not** necessary to resubmit the artwork. However, please verify that the ID# from the Student Label has been included on the manual order form.
- If a student is submitting a **second artwork** as part of a manual order (i.e., they previously submitted another artwork that is already in the gallery), **do not** include the Student Access Code that was assigned to the first artwork. We will assign a new Student Access Code to the artwork when it is received.
- If artwork HAS NOT been uploaded to the school gallery in the initial phase, then it must be submitted with the order.
- Please verify each order for accuracy before submitting. All orders are final.
- All manual orders must be paid for using a credit card (Visa, MasterCard, American Express or Discover) cash/check will not be accepted.

Ship to:

ORIGINAL WORKS

54 Caldwell Road • Stillwater, NY 12170

518.584.9278