

INTERNAL USE ONLY:

CODE: _____

RECV'D BY: _____

DATE: _____

Shipping Form C

Single Step Program | Additional/Late Orders

Include this form with your additional orders.

School/Organization Information:

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

Orders: Please submit original artwork and order form for artwork that is not on file. One order form per artwork.

Additional Preview Magnets sold: _____

Use the section below when ordering more products from a previously processed artwork from your current program. You do NOT need to resubmit the artwork for these orders.

Order Form #	Artwork description	
Is artwork (Choose one) <input type="checkbox"/> Vertical (portrait) or <input type="checkbox"/> Horizontal (landscape)		
Product	Product	Product
Order Form #	Artwork description	
Is artwork (Choose one) <input type="checkbox"/> Vertical (portrait) or <input type="checkbox"/> Horizontal (landscape)		
Product	Product	Product
Order Form #	Artwork description	
Is artwork (Choose one) <input type="checkbox"/> Vertical (portrait) or <input type="checkbox"/> Horizontal (landscape)		
Product	Product	Product
Order Form #	Artwork description	
Is artwork (Choose one) <input type="checkbox"/> Vertical (portrait) or <input type="checkbox"/> Horizontal (landscape)		
Product	Product	Product

Payment is due upon receipt of invoice. Your invoice will be emailed at the completion of your program, to the person listed as Billing Contact on your confirmation.

Original Works provides free shipping & handling on the first shipment of additional orders. All subsequent additional shipments will be subject to a \$10.00 shipping & handling fee.

*If your school/organization requires a Purchase Order to be issued to Original Works in order to be invoiced ***please provide the Purchase Order #:*** _____ to be referenced on the invoice.

Questions about your invoice or payment can be sent to: finance@originalworks.com

Send to: ORIGINAL WORKS

54 Caldwell Road • Stillwater, NY 12170

518.584.9278 • lawfi@originalworks.com