

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_,

Your deadline to send your artwork and orders to Original Works is quickly approaching!  **If you are behind schedule please contact me immediately.**

* Double check and make sure all artwork is on the same size paper.
* Check that no abrasive (sand or salt), no fluorescent or neon colors, no metallic materials (glitter, glitter paint, glitter glue, or foils, etc.) are used.  The artwork should have the child’s name, teacher and grade **on the back** using labels or written in pencil.  Also, please place a “T” on the back of the artwork along the top edge to indicate top.
* When organizing the artwork, please organize by teacher/class and then grade.
* Check each order form for accuracy.  Order forms should be taped to the back of the artwork (only 1 artwork per order form please).  *Please, attach the white copy and retain the yellow copy for school records.***Customer service requires order number for reference.**
* Please use folders to keep the orders/artwork separated by class/grade; then write the teacher name, grade and number of artworks submitted on the outside of the folder. (Refer to your Coordinator’s Guide: page 6)
* We strongly recommend placing all folders TOGETHER in one large plastic bag (gallon size zip lock bags work great); this helps keep your artwork/orders dry and protected while in transit.
* Shipping Form D, **attached**, must accompany your artwork shipment.  These forms can also be found on our **Customer Care Site** on our website (http://www.originalworks.com/customer-care/) (Password: **CCC1314**), and in your Coordinator’s Guide.
* Send your artwork/order package on the scheduled ship date using a traceable carrier, such as UPS or FedEx.  Please realize artwork arriving after the scheduled date may take longer to process and deliver.

If you have any questions, feel free to refer to your Coordinator’s Guide, our website, or contact me directly.