

School Code: **XXX**

Dear «Contact\_Firstname»

I’m checking in as the deadline to send your artwork to Original Works for the magnet phase of your program is quickly approaching! **If you are behind schedule, please contact me immediately.**

**Here are a few reminders as students finish their project:**

* **Make sure all artwork** **has student’s name, grade, and teacher on the back** of the artwork using labels or written in pencil. Place a “T” on the **back** of artwork along the top edge to indicate the top.
* Place the finished artwork in folders by grade & teacher and place the folders in a plastic bag to protect the artwork during shipping.
* **Include Shipping Form A (attached).** This can also be found in your Coordinator’s Guide, as well as our [Customer Care Site](http://www.originalworks.com/customer-care/). **Your password is CCC1617**
* **Send artwork package on the scheduled ship** using the provided pre-paid UPS label.
* **ATTENTION:** when magnet packets arrive at school, the number on the order form matches the number on the back of its artwork. It’s important for families with siblings to know that the order forms are specific to the artwork.

**If a student misses the preview magnet phase:**

Please hold on to any additional artwork received AFTER you have shipped artwork for the magnet phase**.** We are unable to accept any late artwork for the magnet phase of this program. Students are still eligible to submit an order for any product(s), including a magnet, during the order phase of the program. Simply send home the child’s artwork along with a brochure and order form. We will send extra packets with the preview magnets.

**NOTE:** If you need more than 10 EXTRA brochures and order forms, please contact your Sales Representative right away.

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

«SIGNATURE»