

ORDER PHASE

5 STEPS TO SUCCESS

1-ASSEMBLE THE PACKETS

1. Print copies of your pricing letter
2. Add pricing letter and ART to the packets you received in your supply box
3. Send packets home

DATE TO SEND PACKETS HOME:

2- COLLECT ORDERS

1. Families return order forms, payment & artwork

ORDER DEADLINE:

**REMEMBER
TO
PROMOTE!**

3- PREPARE & SHIP ORDERS

1. Tape the WHITE order form to the back of the matching artwork.
2. Keep the YELLOW copy for your records.
3. NO need to put artwork back in plastic bags. Reuse or recycle them!
4. Organize all the masterpieces by grade + class
5. **Shipping Form D** - complete and send with orders & artwork
6. Use the prepaid shipping label
7. Take to UPS Ship Center or hand to driver

SEND ORDERS TO OW:

4- PRODUCT DISTRIBUTION

1. Orders are packed & organized in the same manner as artwork was sent to OW
2. Blankets/Towels/Mats & Tumblers - will ship & arrive separately from other orders.

5- PAYMENT

1. Families make payment directly to school.
2. OW will invoice the school after your orders have shipped.

FOR DETAILED INSTRUCTIONS VISIT:

WWW.ORIGINALWORKS.COM/CUSTOMER-CARE