

**INTERNAL USE ONLY:**

CODE: \_\_\_\_\_

RCV'D BY: \_\_\_\_\_

DATE: \_\_\_\_\_

# Shipping Form W

Tile Wall: Artwork Phase

**Organization Information:** *Please complete all information*

Organization: \_\_\_\_\_

School Code: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Please note any weekdays you will be closed: \_\_\_\_\_

**Orders.**

Number of Artworks: \_\_\_\_\_

Number of Classes: \_\_\_\_\_

Full color imagetile sizes	Cost	Quantity
6" x 8" with image	\$12.50	
4 ¼" x 4 ¼" with image	\$ 6.00	
6" x 6" with image	\$11.50	

*Please indicate the size & quantity of tiles to be produced from artwork.*

Blank White Tile Sizes	Cost	Quantity
6" x 8" blank tile	\$ 6.50	
4 ¼" x 4 ¼" blank tile	\$ 3.25	
6" x 6" blank tile	\$ 6.00	

*Blank tiles can be purchased and are often used as borders or to fill empty spaces. Please indicate quantity required above.***Check enclosed: Check # \_\_\_\_\_ Check Amount \$ \_\_\_\_\_**

Please add 6.5% of order value to the amount remitted to cover Shipping &amp; Handling charges

**PLEASE CONSULT YOUR BUSINESS OFFICE FOR YOUR LOCAL SALES TAX STATUS AND SCHOOL TAX POLICY****TAX STATUS:** If your school is in **CA, CO, FL, GA, MD, MI, NC, NJ, NY, SC, TN, TX, or VA**, Please review the following and check the appropriate box:

- We are TAX EXEMPT and our tax exempt form is attached or will be faxed or mailed. We understand that without a tax exempt form on file, that we will be charged sales tax.
- Purchases made by this organization are TAXABLE. We will be charged tax based on the SCHOOL COST of the products.

**It is the responsibility of the school or organization to increase the PRICE TO FAMILIES to cover any tax liability.**

Tiles are for installation in interior walls only. Original Works will not warrant the performance of tiles installed in an exterior wall, exterior walkway, breezeway or other exterior structure. To avoid potentially scratching the tile surface, we strongly recommend the use of sand less grout when installing the tiles. Artwork for 6" x 8" tiles should be 8 ½" x 11". Artwork for 4 ¼" x 4 ¼" and 6" x 6" tiles should be square paper (no smaller than 7 ¼").

**Send to: ORIGINAL WORKS**

Building 1 • 54 Caldwell Road • Stillwater, NY 12170

800-421-0020 • fax 518-580-0639