# Online Gallery Program

Original Works

COORDINATOR'S PANEL

The Gallery Coordinator Panel provides access to order and sales detail as the program progresses. To use the Coordinator Panel, follow the steps below for complete details.

STEP 1: Set Up an Account
- Go to www.originalworks.com/store/
- Click "My Account"

My Artwork   My Account   Check Giftcard Balance   My Cart   Checkout   Log In
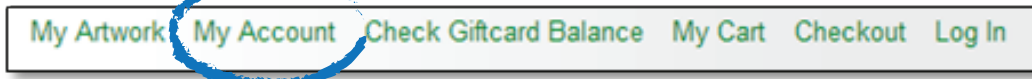
- Choose Express Register

New Customers

Don't have an account yet? Click here to use Express Register.

By creating an account with our store, you will be able to move through the checkout process faster, store multiple shipping addresses, view and track your orders in your account and more.

EXPRESS REGISTER

- Complete the Registration Form

STEP 2: Notify Original Works to Register
- Once you have set up an account, notify the Original Works Team via e-mail: OWYHQ@originalworks.com that you have registered. Please include your First Name, Last Name, School Name and e-mail Address. We will set up your administrative rights and send you a confirming e-mail. Once set up simply follow the instructions below to access the Coordinator Panel.

STEP 3: Accessing the Coordinator Panel
- Access your online gallery site via the website provided
  (ie: http://www.originalworks.com/store/**Code**)   *This is your School Code*
- Enter your school code – This is case sensitive
- Click Log In- this is found on the upper right hand corner of the page

My Cart   Checkout   Log In

- Enter the email and password that you previously created and click Log in
- This will open your Dashboard
- From here you can access your Coordinator Panel

Coordinator Panel   My Cart   Checkout   Log Out
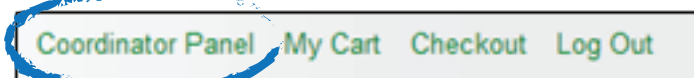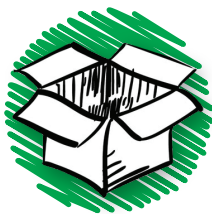
Your Supply Box...

This box contains everything you need to run a successful program.

* Art paper
* 1 pre-paid UPS label
* Art Guidelines
* Custom printed labels- If student labels are not ready when your supply box ships, they will be sent to you under separate cover.

* Marketing Kit:
  · Poster pack

Questions? Contact our experienced Customer Service Team at 800.421.0020 or cs@originalworks.com. To keep your program running smoothly, our Customer Service Team will also send out periodic tips and reminders.

Program Promotion...

The more you promote, the more your profits will grow.

Ensure your program is a success.

* Create colorful, fun artwork that parents will want to preserve.

* Check out our free lesson plans if you need some inspiration.

* Send periodic email reminders to keep order interest high. Samples are provided in this guide.

* Create excitement with your students by following these promotional tips...

Ways to promote the program.

* Display the posters provided in your supply box in prominent areas where parents & students will see them.

* Include program information & deadlines in school annoucements & communications. *Promote the program via your school website, social media sites & newsletters.*

* Copy & distribute the Look What's Coming Letter provided in this guide.

* Create an eye catching display of sample products.

Need additional promotional tools & ideas? Check out our eMarketing Kit & other resources in our Customer Care site.
originalworks.com/customer-care

Login
Password:
CCC 15 16 (use capital C's)

STEP 1– STUDENT LABELS

So that we have the necessary student data to set up your school gallery, we create a student label from information that you provide. A label is required for each student's artwork. This information is used when artwork is uploaded into your online gallery.

If you have not yet submitted your student label information to us, please read and follow the instructions below:

✱ **File types accepted**: Microsoft excel, .txt or .csv

✱ **Required fields**: Student **First Name, Last Name, Teacher, Grade**

✱ **Formatting**: Please be sure that all participating students are together in one list. Each grade/ class should follow the next one in order. Do not separate grades/classes into their own tabs or sheets. *Example below.*

First Name	Last Name	Teacher	Grade
Mary Grace	Crumley	Garcia	1
Bryson	Diaz	Garcia	1
Ethan	Dorsey	Matthews	2
Clay	Forster	Matthews	2
Dylan	James	Donnelly	3
Julie	Kneeshaw	Donnelly	3

✱ **Student privacy**: We understand that student privacy is of utmost importance. Although the labels contain the student name, in the gallery no student names appear. This is done to protect the privacy of each student.

✱ **Submitting your data**: Email your completed list to: OWYHQ@originalworks.com
Please include your school name in the subject line along with "label file"

✱ **Questions**: If you have questions about the creation of your student/class file, please contact our Customer Service Team at cs@originalworks.com

Step 2- Artwork Phase

For best results, use the recommended art materials & paper provided. Following our Art Guidelines ensures a successful program.

What to use:

* Use the art paper provided in your supply box.
* Fill the entire sheet of paper with color.
* Use bright, bold colors.
* Keep important details 1" from the edge.
* Have your artists "sign" their artwork, remembering to keep it 1" from the edge.
* Mark the orientation of each artwork. This can be done by placing a "T" at the Top on the back, using pencil.
* **Place preprinted labels on the back of each artwork.** A good practice is to align the label with the Top of the artwork. This will help to reinforce the artwork orientation.

What to avoid:

* Playing on the edge- keep important details at least 1" from the edge as they could be cut off during reproduction.
* Fluorescent colors
* Metallic art media
* Chalk & oil pastels
* Abrasives/3D materials
* Glitter
* Construction paper- this type of paper does not always reproduce true to color.
* Paper that is not 8 ½" x 11"

Media that works best

* Markers   * Tempera Paints   * Crayons   * Water Color Paints   * Paper Collage

Step 3 – Shipping Artwork

* **Prepare artwork for shipment.** Organize the artwork in folders by class & grade. *We recommend placing the artwork in a large plastic bag to protect it from any weather while being shipped.*

* **Shipping Form E.** Complete & return with your artwork.

* **Shipment.** Using the pre-paid UPS label found in your supply box, send the artwork, & shipping form to Original Works. *Give the package to any UPS driver OR take it to a UPS store or authorized UPS facility.*

For complete instructions, please refer to the Art Guidelines at the back of this guide. You can also visit: **originalworks.com/artguides**
You can find lessons plans online at: **originalworks.com/customer-care**

Questions ?

Call our Customer Service Team at 800.421.0020 option 3
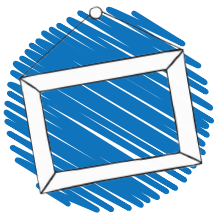
Step 4— The Gallery

Student artwork is scanned and uploaded to create your school gallery.

* **Artwork.** Artwork that does not follow our guidelines will be returned and not scanned and uploaded to the gallery

* **Customized Dear Family Letter.** A customized Dear Family Letter is created for each child. This letter is created from the submitted label information, and includes student name, student code, teacher, artwork title, a thumbnail print of the artwork (provided the student submitted artwork) and instructions for accessing the gallery and placing orders.

* ## Gallery Access & Ordering.

  * Login using the credentials provided on the Dear Family Letter.

  * All artwork submitted by students at the school may be viewed.

  * Families may search for their child's artwork by teacher name or artwork title.

  * Once families locate their child's artwork, clicking on the artwork allows them to view it on all products available for purchase.

  * Select the product(s) to order by clicking on the product, enter the student code from the Dear Family Letter and input quantity to order.

  * Orders may be paid for by Credit Card or eCheck.

  * All orders are processed together, sorted and packed by teacher/grade, and sent to the school for distribution to the students. A $1.75 handling fee is assessed on each order.

Want to give it a try? Check out our Demo Gallery: www.originalworks.com/store/owy

School Code: Owy (enter upper and lower case as shown).
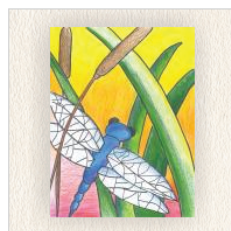
Custom Dear Family Letter
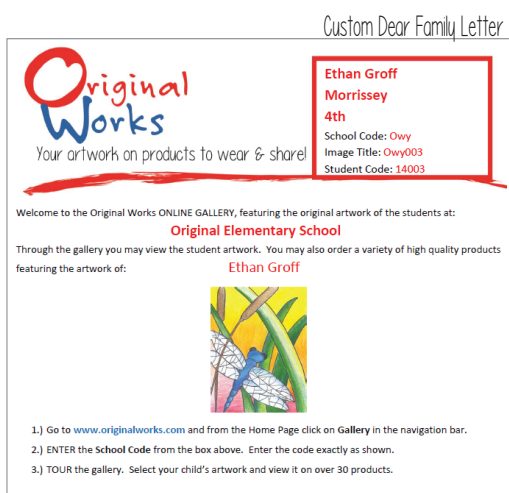
Families receive customized letter with instructions for accessing the school gallery.
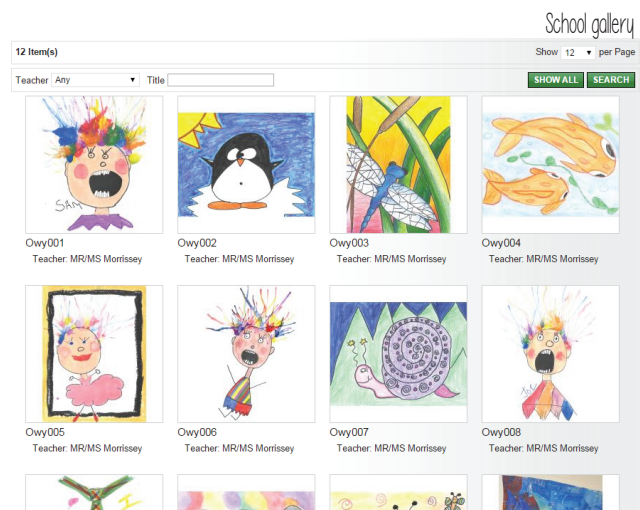
School gallery
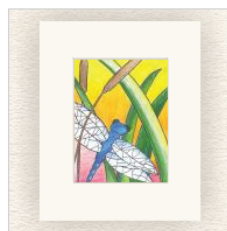
Families login and view the school gallery. Using the information on the letter, they can search for their child's artwork.
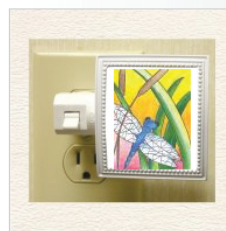
| Artwork Magnet | Matted Print | Night Light | Notecards Set of (8) |

| Notecards Set of (24) | Pillowcase | Pocket Pads Set of (2) | Pot Holders Set of (2) |
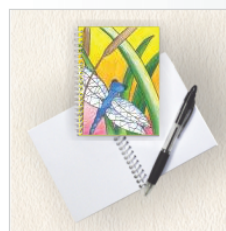
Once the artwork has been selected, the product preview screen will open. This provides a preview of the selected artwork on each product.
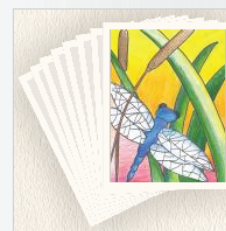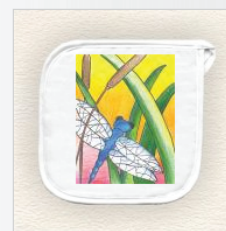

Original Works
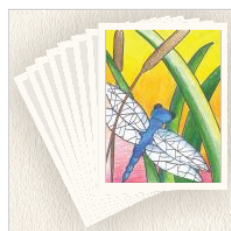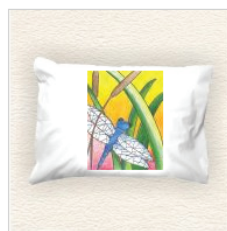### Your artwork on products to wear & share!

Ethan Groff
Morrissey
4th
School Code: Owy
Student Code: 14003

Welcome to the Original Works ONLINE GALLERY, featuring the original artwork of the students at:

Original Elementary School

Through the gallery you may view the student artwork. You may also order a variety of high quality products featuring the artwork of:

Ethan Groff

1.) Go to **www.originalworks.com** and from the Home Page click on **Gallery** in the navigation bar.
2.) ENTER the **School Code** from the box above. Enter the code exactly as shown.
3.) TOUR the gallery. Select your child's artwork and view it on over 30 products.

Student Code is printed on each child's Dear Family Letter.

Notecards Set of (8)

$8.50   Qty: 1   **ADD TO CART**

Student Code: *

Availability: **In stock**

Product Description

Perfect for sending that special message!

Stand out from the crowd with these customized notecards. Whether you need to send a quick note, a thank you or to just want to brighten someone's day with a lovely handwritten message these cards can help. Each set of custom notecards is beautifully printed on high gloss card stock to best display your

Enter the Student Code from the Dear Family Letter to place your order.

Manual Orders

* If a family is unable to place an online order, or if a student did not submit artwork during the initial gallery setup phase, they may place a Manual Order. A copy of your customized Manual Order Form has been emailed to you. You may email or copy and distribute it to families who request it.

* Collect all manual orders, complete **Shipping Form G**, package and send to Original Works.

* All Manual Orders must be shipped to arrive at Original Works on or before the **Deadline For Online Orders Date** listed on your Confirmation Form. Therefore, please plan your shipping time accordingly.

Late Orders

* If you have set up a *Late Order Deadline Date* on your confirmation, we will re-open the gallery immediately after the initial order deadline. This will enable students/families to continue to place new/additional orders directly online. The Late Order Deadline is listed on your confirmation and in the introductory Gallery Page for each school.

* Late Manual Orders are also accepted. Organize them in the same way you would for the regular Manual Orders, complete Shipping Form C, package and send to Original Works.

* **Late Manual Orders must be shipped to arrive at Original Works on or before the Late Orders Due Date listed on your Confirmation Form. Therefore, please plan your shipping time accordingly.**

Shipping Questions ？

If you have shipping questions, do not
contact UPS directly. Our Customer Service Team can help!
800.421.0020 option 3

Stay on schedule!
If orders arrive AFTER your scheduled date, order processing will be delayed until the next processing slot becomes available.

Step 5 — Product Distribution

Your orders have arrived, and it's time to distribute products.

* **Orders arrive.** Orders are shipped and will arrive at your school based on the scheduled delivery date on your program confirmation.

* **Order recap report.** Your recap report can be found in Box #1 of your shipment. Artwork that was unprocessed will also be found in Box #1.

* **Student packages.** Each package contains the order packing slip (shown at right), products ordered & care instructions. *Ceramic & travel mugs will be labeled & packaged separately in the shipping box.*

Customer Service: Fix – It

Although we thoroughly inspect all orders before shipping, occasionally a less than perfect order gets through. We call this a Fix-It, and if it occurs with one of your orders, our friendly Customer Service Team is standing by to assist.

* **Product issues.** If your order/product meets one or more of the following criteria, a Fix-It should be submitted.

  • Material defect: e.g.: hole in t-shirt, chipped tile or mug . . .
  • Incorrect product: e.g.: ordered a sketchbook and received a journal.
  • Improper reproduction: e.g.: artwork is reproduced upside down on product.
  • Missing product: you were invoiced for a product but it was not received.

* **Shipping Form F.** Complete & return.

SAMPLE ORDER PACKING SLIP

Ethan Groff

4
MS/MR Morrissey

OWY
14003

1	**GRANDE MUG** 15 OZ.
	WOODEN COASTERS (2)
	CERAMIC TILE
1	**KEYCHAIN** (SINGLE)
	CERAMIC MUG 11 OZ.
	SNOWFLAKE ORN.
	PLATE
	WREATH ORN.
2	**MAGNET**
	NIGHT LIGHT
	CALENDAR MAGNET
	JOURNAL
	MEGA MAGNET
	TRAVEL MUG
	PENDANT (MAGNETIC JEWELRY)
1	**NOTECARDS** (8)
	MATTED PRINT
	POCKET PADS (2)
	SKETCHBOOK
	PURSE MIRROR
	MINI MAGNETS (4)
	POT HOLDERS (2)
	MOUSE PAD
	FABRIC COASTERS (4)
	QUILT BLOCK
	PILLOWCASE
	TOTE/GROCERY BAG
	GARDEN FLAG

Package/Set items will ONLY show on the packing slip as their individual products.

YOUTH T-SHIRT
☐ Y SMALL
☐ Y MEDIUM
☐ Y LARGE

ADULT T-SHIRT
☐ A SMALL
☐ A MEDIUM
☐ 1 A LARGE
☐ A XL
☐ A XXL

MAGNETIC FRAMES

Do I need to send the artwork back in?

YES...
  • Color quality issue   • Image blurriness   • Incorrect image
NO...
  • Missing item   • Damaged item   • Incorrect item made

When in doubt, consult our Customer Service Team.

All artwork is reproduced "as is." We cannot be responsible for "fixing" custom products if our Art Guidelines are not followed.

Image retention. Original Works keeps images on file for a fixed period of time:
  • **Fall programs** - images are retained until March 1st
  • **Spring programs** - images are retained until September 1st

If a Fix-It is submitted after one of these retention deadlines, please submit the original artwork.

Customer Service: 800-421-0020 option 3, available Mon-Fri 8:00am - 4:30pm EST

Question & Answer

Following are some of the more commonly asked questions regarding the Gallery Program. Please contact our Customer Service Department with any additional questions.

How do I set up the Coordinator Control Panel?

Please refer to the instructions at the beginning of this guide. It is important to note that once you have set up your account in the store you must notify us via email at OWYHQ@originalworks.com that you have registered. We will then set up your administrative rights and e-mail you to confirm that you now have full access to the Control Panel.

What information is on the Coordinator Control Panel?

The Control Panel provides the coordinator with the opportunity to track in real time the orders that are submitted through the online gallery. Overall data includes Total Retail Sales, Wholesale Value of the products purchased and Overall Profit earned to date.

A **View** function then provides the ability to drill down to the order detail data. This includes the customer name, order number and total value for each order.

What happens if a parent misplaces their Dear Family Letter?

Original Works retains all of the Dear Family Letter data in a spreadsheet. If a letter is lost, with a quick call to our Customer Service Team you can obtain this information so the parent can complete their order. Upon request, we can also e-mail this spreadsheet to you so that you have it as a reference during the course of the program.

What if a student has more than one artwork they would like to submit?

Due to space constraints, we only allow one artwork in the gallery per student. If a student has more than one artwork that they would like to order from, they should select the artwork they would like posted in the gallery and place their online order using that artwork. The second artwork could then be submitted to us separately as a manual order. Use a copy of the Manual Order Form that was emailed to you at the beginning of the program.

Please note that when submitting a second artwork as part of a Manual Order, do not use the Student Access Code that was assigned to the first artwork. We will assign a new code to the artwork when it is received.

What if a student misses the deadline for uploading artwork to the gallery?

If a student misses the deadline for uploading their artwork to the gallery, their image will not appear in the gallery. However, they may still participate in the program by submitting their artwork with a manual order during the order phase of the program. Their order will be processed and delivered to the school at the same time as the regular online orders.

What if I need to submit additional labels for students who arrive after the program has started?

If you are ready to submit your artwork and find you require additional labels, please complete the New Student Label Form found at the end of this guide. Then submit the form with the artwork in a separate folder. Mark the folder "Needs Labels". We will generate the labels and affix them to the artwork prior to processing.

What happens if artwork is changed after it is uploaded to the gallery?

All orders placed online will use the artwork images found in the gallery. If a student has changed their artwork (i.e., added a name, date or some other change to the artwork) after the gallery setup was completed, we can not go back and re-upload the changed artwork to the gallery. In this circumstance, the student should submit their changed artwork with a manual order form. Provided it is submitted by the order deadline, the order will be processed and shipped at the same time as all of the online orders.

One of our children received two Dear Family Letters – one had no image and the other had their complete data. Why did this occur?

When a child receives two Dear Family Letters, it means their student data was in our system twice. The most likely cause is that data for that student label was submitted twice (i.e., perhaps the student changed classes or had incorrect data on the first submission, etc.) so we had more than one student record in the file. Since a Dear Family Letter is generated for each student listed in the file, when a student is listed twice in that file, one Dear Family Letter will print blank, while the other will print with the child's artwork. The blank Dear Family Letter can simply be discarded.

Shipping Form F
Fix-It

Organization Information: *Please complete __all__ information*

Organization:	School Account Code:

Address:

City:	State:	Zip:

Contact:	Phone: ( )

Please note any weekdays you will be closed:

Fix-It: ***Order Form # & description of art are required for processing.*** *Please complete ALL information.*

Order Form #:	Artwork Orientation (choose one) ☐ Vertical (portrait) **or** ☐ Horizontal (landscape)

Description of art:

Product:	Problem:

Student Name:	Teacher:	Grade:

Order Form #:	Artwork Orientation (choose one) ☐ Vertical (portrait) **or** ☐ Horizontal (landscape)

Description of art:

Product:	Problem:

Student Name:	Teacher:	Grade:

Order Form #:	Artwork Orientation (choose one) ☐ Vertical (portrait) **or** ☐ Horizontal (landscape)

Description of art:

Product:	Problem:

Student Name:	Teacher:	Grade:

Order Form #:	Artwork Orientation (choose one) ☐ Vertical (portrait) **or** ☐ Horizontal (landscape)

Description of art:

Product:	Problem:

Student Name:	Teacher:	Grade:

Order Form #:	Artwork Orientation (choose one) ☐ Vertical (portrait) **or** ☐ Horizontal (landscape)

Description of art:

Product:	Problem:

Student Name:	Teacher:	Grade:

Send to: ORIGINAL WORKS
Building 1 • 54 Caldwell Road • Stillwater, NY 12170
800-421-0020 • fax 518-580-0639 • cs@originalworks.com

Shipping Form C- Gallery
Additional Orders

This form MUST accompany your additional orders.

Organization Information: *Please complete all information*

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

If artwork WAS submitted and uploaded into the school gallery during the initial phase, and you are submitting a new or additional manual order for that artwork, then:

- Please submit a completed manual order with this form (one order form for each artwork.) It is not necessary to submit the artwork, however please verify that the student ID# has been included on each manual order form. This is required in order to retrieve the correct artwork for production of the new order.
- Verify each order for accuracy before submitting. All orders are final.
- All orders must be paid using a credit card (Visa, MasterCard, American Express or Discover) or check.
  NO CASH will be accepted

If artwork WAS NOT submitted and uploaded into the school gallery during the initial phase, and you are submitting a new or additional manual order for the first time, then:

- Please submit a completed manual order with this form (one order form for each artwork), along with the actual artwork.
- Verify each order for accuracy before submitting. All orders are final.
- All orders must be paid using a credit card (Visa, MasterCard, American Express or Discover) or check
  NO CASH will be accepted

Send to: ORIGINAL WORKS

Building 1 • 54 Caldwell Road • Stillwater, NY 12170 • 800-421-0020 • fax 518-580-0639

Shipping Form G- Gallery
Manual Orders

This form MUST accompany your orders.

Organization Information: *Please complete all information*

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

Instructions:

- If artwork HAS been uploaded to the school gallery in the initial phase, it is not necessary to resubmit the artwork. However, please verify that the ID# from the Student Label has been included on the manual order form.

- If a student is submitting a second artwork as part of a manual order (i.e., they previously submitted another artwork that is already in the gallery), do not include the Student Access Code that was assigned to the first artwork. We will assign a new Student Access Code to the artwork when it is received.

- If artwork HAS NOT been uploaded to the school gallery in the initial phase, then it must be submitted with the order.

- Please verify each order for accuracy before submitting. All orders are final.

- All manual orders must be paid for using credit card (Visa, MasterCard, American Express or Discover) or check. NO CASH will be accepted.

Send to: ORIGINAL WORKS

Building 1 • 54 Caldwell Road • Stillwater, NY 12170 • 800-421-0020 • fax 518-580-0639

Shipping Form E- Gallery

This form MUST accompany your orders.

Organization Information: *Please complete all information*

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

Please ensure that Student Labels are affixed to the back of each artwork.

Original Works cannot accept late artwork for the initial artwork scan/upload phase of the program. If a student misses this phase of the program, they may submit a Manual Order for any product or products during the Order Phase of the program.

Send to: ORIGINAL WORKS

Building 1 • 54 Caldwell Road • Stillwater, NY 12170 • 800-421-0020 • fax 518-580-0639

NEW STUDENT LABEL FORM

If you have a new student or students starting class _after_ the Student Artwork Labels have been generated and sent to you, but before you submit your artwork for scanning, please use this form to submit the new student information to us.

Please write the new student information on the back of the artwork so that we can correctly match up the artwork when it is received. Do not affix any label to the front of the artwork.

This information must be submitted to us _before you submit any artwork for scanning._ We will generate the label(s) for you and then affix them to the artwork when it arrives. Please be sure to include the following information for each student:

First Name:
Last Name:
Teacher:
Grade:
Student Code:*

First Name:
Last Name:
Teacher:
Grade:
Student Code:*

First Name:
Last Name:
Teacher:
Grade:
Student Code:*

First Name:
Last Name:
Teacher:
Grade:
Student Code:*

*Please leave this field blank and we will assign a unique Student Code to each label.

Please e-mail completed form to OWYHQ@Originalworks.com or fax to 518-584-9293

Look What's Coming!

Original Works

YOUR ARTWORK ON FUN PRODUCTS TO WEAR & SHARE!

Hello Family: Our school has teamed up with Original Works to offer a very special program. Your child will be creating his or her own artwork. Then you will have the opportunity to order a variety of great items through the Online Art Gallery! All products are professionally made and *feature your child's very own artwork.*

Why Join in:

* **Easy** online ordering program.

* **Celebrate** your child's creativity.

* **Fun** products under $10.

* **Support** your school.

* **Our** made in the USA! products.

Look for complete details coming home soon!

Look What's Coming!

Original Works

¡Tus obras de arte en productos divertidos que puesdes usar y compartir!

Hola Familia: Esto es de permitir que sepa que neustra escuela tiene asociado arriba con Trabajos Originales ofrecer un programa muy especial. Su nino creasra su trabajo artistico en la ecuela, utilizando el plan regular de la arte. Luego, tendrá la oportunidad de realizer pedidos de una gran variedad de temas a través de la Galería de Arte Online! Todos los productos son profesionales y tienen su propia obra de arte del niño.

5 Estupendas Razones para Participar:

* **Programa de pedidos** on-line de una forma sencilla.

* **Celebrar** la creatividad de sus hijos.

* **Productos** divertidos por menos de $10.

* **Apoyar** a la escuela

* Nuestros productos están hechos en Estados Unidos.

Estén pendientes de recibir más información en casa, muy pronto

ORIGINAL Works ART GUIDELINES

Follow These Tips for A Successful **Online Gallery** Program

ART TIPS FOR THE BEST RESULTS!

1. **Markers.** Use bold, bright colors. No fluorescents.

2. **Tempera Paints.** Intense colors reproduce best.

3. **Crayons.** Press hard for rich color.

4. **Water Color Paints.** Bright bold colors look great. Go easy on the water.

5. **Paper Collages.** Glue everything well so pieces are secure.

6. **Art Paper.** For best results use the provided art paper.

SOME DO'S
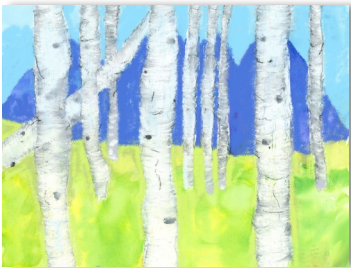
- Fill all of the space edge-to-edge.
- Use our paper for the best results.

- When creating handprint art, fill the entire sheet of paper.

- Keep important details like names or dates, at least 1" from the edge.

- Bold colors & wide borders add fun & interest.

For more ideas and samples visit us online at: www.originalworks.com/artguides

On the Back of the Artwork, please don't forget to...

Affix the Student Artwork Labels. They have been supplied for each student. These labels include the student name, grade, teacher & Student ID#. Also mark the top with a "T" on the back in pencil to ensure proper orientation of the artwork.

Different Paper Can Cause Problems

If you don't wish to use the free, high-quality art paper that we provide, please note the following:

- Construction paper does not always reproduce true to color. Blues will be purple, blacks will be green, reds could be pink, etc.

- Artwork created on paper that is too large or small will not reproduce correctly. . It will be returned with instructions to correct and resubmit during the order phase of the program. These artworks will NOT appear in the gallery.

- If you must use your own paper, or need extra paper to complete your program, please use 8½" x 11" 60-70 lb. paper.

Please Avoid...

- Fluorescent Colors. They do not reproduce with the vivid brightness of other media like markers or paint. Pinks may reproduce as purples and vice versa, orange could reproduce as brown, etc.

- Metallic Art Media. Paints, markers, stickers, paper, etc. are often not true to color on final reproductions. Gold will be dull yellow. Bronze and copper will be tinged green.

- Chalk and Oil pastels. They are messy and can smudge, making details fuzzy and less defined. If you choose to use these media, they MUST be sprayed with a fixative such as Krylon #1311 Matte Fixative or we will need to return the artwork unprocessed.

- Playing on the Edge. Names, dates, etc. should be placed at least 1" from the edge of the artwork, or they may be trimmed from the image and lost during reproduction. This is especially true with full-bleed products (Magnets, Mouse Pads, Tiles, Key Chains, etc.) where the image actually wraps around the edge of the product.

At Your Own Risk. If you choose to submit artwork using any of the above, please be advised that you do so at your own risk. Refunds will not be provided, and reruns will be done at your cost.

Prohibited Items (to avoid family disappointment)

Glitter, abrasives, copyright material, trademarked material or 3D objects such as cotton balls, google eyes and foam cutouts cannot be used on artwork submitted for this program.

- Glitter. Whether sprinkled on, or incorporated into glue, paint, inks or gel pens, the product may not reproduce correctly and causes machine issues. No glitter please.

- Abrasives. Sand, salt, globs of glue and paste can create scratches on our equipment. Please save abrasives for a different art project.

- Trademark/copyrighted images. This would include copyrighted cartoon characters (i.e., Princess Elsa, Sponge Bob, etc.) trademarked logos (Nike, Coca-Cola, etc.) and images cut from magazines and used in artwork collages.

Don't make us do it! Artwork that arrives containing one or more of these media will, unfortunately, have to be returned without being processed.

There are no exceptions to this policy.

Please note: All products are available with vertical and horizontal artwork.

QUESTIONS? CONTACT US AT 800.421.0020 OR CS@ORIGINALWORKS.COM