**Shipping Form C**
Gallery: Additional Orders

**INTERNAL USE ONLY:**CODE:
RECV’D BY:
DATE:

Organization Information: *Please complete all information*

***This form MUST accompany your additional orders.***

|  |  |
| --- | --- |
| 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 include a completed manual order 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