

**INTERNAL USE ONLY:**

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

RECV'D BY: \_\_\_\_\_

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

# 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 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

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