**Shipping Form E**  
Gallery: Artwork Phase

***This form MUST accompany your artwork.***

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

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