**Shipping Form G**

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

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 already been uploaded to the school gallery, 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  
54 Caldwell Road • Stillwater, NY 12170   
 800**-**421**-**0020 • fax 518-580-0639