Shipping Form D- Original Program
 Orders

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

Organization Information: *Please complete all information*

***Please submit original artwork & order forms.***

|  |  |
| --- | --- |
| Organization: | Account Code: |
| Address: |
| City: | State: | Zip: |
| Contact: | Phone: ( ) |
| Note any weekdays you will be closed: | # artworks included: |

Billing Options:

***For finished products/orders, free shipping and handling*** *is offered on all* ***wholesale*** *orders of* ***$300.00 or more****.
For orders of less than* ***$300.00, a $25.00 shipping fee*** *will apply and pre-payment of the order is required.*

Our organization requires that we issue a **Purchase Order** to Original Works in order to be invoiced.
**\*The Purchase Order # is:**  and should be referenced on the invoice.

*Please select one:*

***[ ]* Send Profit Check.** We are sending 100% of the money collected and will receive our profit check within 10 business days
 of order processing. **Please make checks payable to: Original Works
 \* Check #: Check Amount: $**

***[ ]* Exact payment.** We have tallied all of our orders and are sending in the exact amount. The tally will be confirmed by Original Works. **Please make checks payable to: Original Works
\* Check #: Check Amount: $**

***[ ]* Invoice.** Please tally all orders then send us a final invoice. We understand that payment of the invoice is due in full upon receipt.
\* **Please email invoice to: or fax to:**

PLEASE CONSULT YOUR BUSINESS OFFICE FOR YOUR LOCAL SALES TAX STATUS AND ORGANIZATION’S TAX POLICY

TAX STATUS: If your school is in: **CA, CO, FL, GA, MD, MI, NC, NJ, NY, SC, TN, TX or VA** please review the following and check the appropriate box:

[ ]  We are TAX EXEMPT and our tax form is attached, has already been submitted, or will be faxed or mailed. We understand that without a tax exempt form on file, we will be charged sales tax.

[ ]  Purchases made by this organization are TAXABLE. We will be charged tax based on the SCHOOL COST of the products.

**It is the responsibility of the organization to increase the PRICE TO FAMILIES to cover any tax liability.**

Send to: ORIGINAL WORKS
Building 1 • 54 Caldwell Road • Stillwater, NY 12170
 800**-**421**-**0020