

**INTERNAL USE ONLY:**

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

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

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

# Shipping Form D

## Original Program Order Phase

*Please submit original artwork & order forms.***Organization Information:** *Please complete all information*

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.*If your school or organization requires a **Purchase Order** to be issued to Original Works in order to be invoiced please provide:**\*The Purchase Order # is:** \_\_\_\_\_ to 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 check 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 check 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