

School Code: **XXX**

Dear «Contact\_Firstname»,

It’s almost time to send your artwork to Original Works!  **If you are behind schedule please contact your sales representative immediately.**

**To ensure your Tile Wall is a success, here are a few tips & tricks!**

* Double check and make sure all artwork is on the same size paper.
* Check that no abrasive (sand or salt), no fluorescent or neon colors, no metallic materials (glitter, glitter paint, glitter glue, or foils, etc.) are used.  The artwork should have the child’s name, teacher and grade **on the back** using labels or written in pencil.
* Separate your artwork into folders based on the number of tiles ordered for each. All artwork that will receive one tile should be in a folder, artwork that needs 2 tiles in a second folder, artwork that needs 3 tiles in another folder, etc. Indicate the number of tiles wanted per artwork on the outside of the folder.
* We strongly recommend placing all folders TOGETHER in one large plastic bag (gallon size zip lock bags work great); this helps keep your artwork/orders dry and protected while in transit.
* Complete Shipping Form W (**attached**). This form must be sent in with the artwork and your payment. Please generate a single check for the total order made payable to **Original Works**.
* Send your artwork/order package on the scheduled ship date using a traceable carrier, such as UPS or FedEx.  Please realize artwork arriving after the scheduled date may take longer to process and deliver.

If you have any questions, feel free to refer to your Coordinator’s Guide, our website, or contact us directly.

« SIGNATURE»