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ARTWORK SCAN PHASE

1. Students complete their Masterpieces
2. Organize your artwork by class/grade
3. Ensure students names are on the BACK of the artwork
4. Shipping Form A- complete and send with artwork
5. Use the provided prepaid Shipping label.
6. Take package to UPS Ship Center or hand to your UPS driver.

Important Dates:

SEND ART TO OW:

SEND PACKETS HOME:

ORDER DEADLINE:

SEND ORDERS TO OW:

**REMEMBER
TO
PROMOTE!**

2

ORDER PHASE

1. Send home packets
2. Collect orders & payment
3. Record number of magnets sold
 - a. Add this number to Shipping Form B.
4. Recycle unpurchased/returned magnets.
5. Organize orders by grade + class
6. **Shipping Form B** - complete and send with orders
7. Use the prepaid shipping label
8. Take to UPS Ship Center or hand to driver

Preview Magnets

- Families wishing to purchase only the Preview Magnet, check the box on line #1 of the Order Form and return the form with payment and keep the magnet.
- You do not need to send us the order forms for Magnet only purchases.
- Keep track of the number of magnets purchased, that number needs to be recorded on Shipping Form B.
- If the magnet is not being purchased, it should be returned to the school.
- Unpurchased magnets should NOT be sent back to Original Works. You will not be charged for these magnets.