

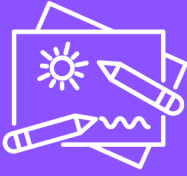
PROGRAM STEPS

Your Steps to Success

For detailed instructions visit:

www.orginalworks.com/customer-care

1



Artwork Creation

- ☐ Deliver art paper & art instructions to anyone overseeing art creation.
- ☐ Be sure student names are written on the back of the art for identification.

2



Prepare

- ☐ Indicate the orientation by putting a "T" on the back "TOP"
- ☐ Organize artwork by teacher/grade
- ☐ **Shipping Form A-** complete and send with art

3



Ship

- ☐ Use the prepaid shipping label
- ☐ Take to UPS Ship Center or hand to driver

Send to OW:

4



Magnet Packages

- ☐ You will receive a magnet package for each artwork submitted
- ☐ Send packets home

5



Promote! *Build excitement by advertising the program*

- ☐ Login to the Coordinator Care Center for help tips & tools to use for promotion.

6



Collect Orders

Families return order form & payment

Order deadline:

**TURN
OVER**

PROGRAM STEPS, CON'T

7



Magnets

- ☐ Record number of magnets sold
 - Add this number to Shipping Form B.
 - Recycle unpurchased/returned magnets.

1/ 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.

8



Send Orders

- ☐ Send order forms only to OW
- ☐ **Shipping Form B**- complete and send with art
- ☐ Use the prepaid shipping label sent with your magnet packs
- ☐ Take to UPS Ship Center or hand to driver

9



Product Distribution

- ☐ Orders are packed & organized in the same manner as orders sent to OW
- ☐ Blankets/Towels & Tumblers - will ship & arrive separately from other orders.

10



Payment

- Families make payment directly to school.
- OW will invoice the school after your orders have shipped.



Coordinator Care Center

You'll have access to program guidelines, forms, lesson plans, art ideas, and an eMarketing Kit to make promoting your program easy!

Password: **CCC2627** (Capital C's)

