

**INTERNAL USE ONLY:**

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

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

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

# Shipping Form B- SBYB

## Orders

*This form MUST accompany your orders.*

**Organization Information:** *Please complete all information*

Organization:		Account Code:	
Address:			
City	State:	Zip:	
Contact		Phone:	
Please note any weekdays you will be closed:		Number of 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: \$ \_\_\_\_\_

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- Exact payment.** We have tallied all of our orders and are sending in the exact amount. The tally will be confirmed by Original Works. **Number of See Before You Buy Magnets purchased** \_\_\_\_\_  
**Please make checks payable to: Original Works**  
\* Check #: \_\_\_\_\_ Check Amount: \$ \_\_\_\_\_

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- Invoice.** Please tally all orders then send us a final invoice. We understand that payment of the invoice is due in full upon receipt. **We collected a total of \$ \_\_\_\_\_ for our program. # of See Before You Buy Magnets purchased** \_\_\_\_\_  
\* **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 • cs@originalworks.com